

TM  
12-230

# TM 12-230

WAR DEPARTMENT TECHNICAL MANUAL

## SERVICE RECORD

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WAR DEPARTMENT TECHNICAL MANUAL

TM 12-230

*This manual supersedes paragraphs 210 to 247 inclusive, TM 12-250, Administration, 10 October 1942; paragraph 12, Appendix TM 12-352, The Army Clerk, 1 April 1943; and paragraph 8, Appendix, TM 12-255, Administrative Procedures, 1 November 1942.*

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SERVICE  
RECORD

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WAR DEPARTMENT • 18 OCTOBER 1944

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WAR DEPARTMENT,  
WASHINGTON 25, D. C., 18 October 1944.

1. TM 12-230, Service Record, is published for the information and guidance of all concerned. It is an adjunct to AR 345-125.
2. This manual is the only document now governing entries to be made in the Service Record. Items of information or attachments not mentioned in this manual will not be made a part of the service record without prior approval of the War Department.

[A.G. 300.7 (29 Aug 44).1

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,  
*Chief of Staff.*

OFFICIAL:

J. A. ULIO,  
*Major General,*  
*The Adjutant General.*

DISTRIBUTION:

As prescribed in paragraph 9a, FM 21-6; B (2); R (10); Bn & L (1).  
For explanation of symbols, see FM 21-6.

## FOREWORD

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The purpose of this manual is to describe, step by step, the entries that must be made in the Service Record (W.D., A.G.O. Form No. 24), and to show how these entries should be made. No attempt is made to show the history of any one individual. As a result, the sample entries contained herein are inconsistent with each other. This manual is confined to the actual entries in the Service Record and makes no attempt to prescribe the requirements of other regulations, circulars, etc., relating to the preparation of various other forms.

In carrying out this purpose, the manual has been divided into sections. The first section discusses the Service Record in general, and points out how important it is as an official Army document. The succeeding sections take up the various pages of the Service Record and show what is to be entered, by whom, how, and disposition of the Service Record with allied documents.

Since the Army is composed of men and women, the provisions of the manual are applicable to all enlisted personnel regardless of sex.

Changes will be supplied on a page basis. As changed pages are received they will be inserted in their proper place.

Each page bears a date in its upper inside corner. This date is the date of publication. Pages which represent changes will carry the date and number of the change.

Paragraphs are numbered consecutively throughout the entire manual. If new main paragraphs are added, each will carry a decimal suffix. For example, a paragraph numbered 25.1 represents the first addition to the main paragraph 25.

Pages are numbered consecutively. If new pages are added within the manual, the added page will carry an alphabetical suffix—"A", "B", "C", etc. For example, if a new page is added between 50 and 51, the page will be numbered 50A. A second additional page in the same place would be numbered 50B.

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*This manual supersedes paragraphs 210 to 247 inclusive, TM 12-250, Administration, 10 October 1942; paragraph 12, Appendix, TM 12-252, The Army Clerk, 1 April 1943; and paragraph 8, Appendix, TM 12-255, Administrative Procedures, 1 November 1942.*

## SECTION I

### GENERAL

**1. WHAT THE SERVICE RECORD IS.** The Service Record (WD, AGO Form No. 24) is the compiled military record of the individual enlisted man. It is initiated at entrance into the service for each enlisted man, whether by enlistment, reenlistment, draft, or induction, and for each retired enlisted man and enlisted reservist called to active duty, and contains a complete record for the period of his service from the date of enlistment, reenlistment, draft, induction, or call to active duty to the date of discharge, relief from active duty, or death. It follows him until he is separated from the service, whereupon it is forwarded to and becomes a permanent record of the War Department.

**2. ITS USES AND IMPORTANCE.** Upon the information contained in the Service Record many claims against the Government and the enlisted man are adjudicated, and reference is made to this record to decide innumerable questions. Hence, as time passes, this record becomes more valuable to the Government, the enlisted man, his family, and his descendants. Similar records of enlisted men who served in the Revolutionary War and subsequent wars are referred to constantly.

**3. WHAT IT LOOKS LIKE.** The record is a 3½- by 8½-inch booklet. The cover of the booklet is actually a part of the record since on it are entered the dates covered by the record and certain important information officially identifying the soldier. The succeeding pages provide space in which can be recorded certain specific information. When necessary, additional pages may be pasted or otherwise securely attached to the record, but its format will remain the same.

**4. RESPONSIBILITY.** a. **At the beginning.** The officer who completes the enlistment or induction record is responsible for filling in the cover and pages 1, 2, and 3 of the Service Record, as far as that is possible. The procedure may differ depending on individual circumstances, but in most cases the processes described in (1) and (2) below will apply:

(1) In the case of a man inducted into the Army of the United States under the provisions of the Selective Training and Service Act of 1940, the commanding officer of the induction station or re-

ception center will open the Service Record from information appearing on records accompanying the man from his local Selective Service Board, such as DSS Form No. 221.

(2) In the case of a man who has enlisted voluntarily, the commanding officer of the recruiting station, induction station, or reception center will open the record from data appearing on the enlistment record.

b. **General prisoners dishonorably discharged and honorably restored to duty.** (1) When a general prisoner who has been dishonorably discharged is honorably restored to duty, a new Service Record will be prepared at the disciplinary barracks, post, camp, or station at which the prisoner is restored, the necessary data for its preparation to be transcribed from the Service Record of his preceding service which will be obtained from The Adjutant General. Under "Remarks—Administrative" a notation will be placed on both the old and the new Service Record setting forth the fact and actual date of honorable restoration to duty with the authority therefor and on the old Service Record there will also be placed a notation "New Service Record prepared." The entry on the old Service Record showing the fact of dishonorable discharge will not be canceled. The words "Honorably restored to duty" will be placed on the cover page of the new Service Record above the name and Army serial number. After the new Service Record is prepared, it will be transmitted to the personnel officer of the command to which the enlisted man has been assigned or is attached and the old Service Record will be returned to The Adjutant General.

(2) **Actual date of restoration to duty.** The actual date of restoration to duty is the date on which the communication or order directing his honorable restoration to duty is received at the place at which the prisoner is confined.

c. **Keeping it current.** The personnel officer of the unit to which the soldier is assigned, or the officer who has custody of the record, is responsible for and charged with the proper posting of items, the transfer, and the closing of the Service Record. It is the duty of the personnel officer to secure from the company or detachment commander any information needed for the record that is not obtainable from the Morning Report, Daily Sick Report, Court-Martial Record, or other documents.

**5. MAKING THE ENTRIES.** *a. Accuracy.* *Accuracy is of the utmost importance in making entries in the Service Record.* Errors in names, dates, or in any facts or figures may have far-reaching effects. Once a Service Record is closed and filed it cannot be altered in any way except upon approval of the Secretary of War when based upon indisputable proof of erroneous entry and the correct entry to be recorded.

*b. Ink.* All entries will be made in black or blue-black ink except where red ink or pencil entries are authorized. Typewriter may be used.

*c. Initials.* Any entry requiring initials will be initialed in ink by personnel officer or custodial officer at the time the entry is made. The first time that an officer authenticates an entry by initials, he will record his initials, full name, grade, and organization on page 24 of the Service Record.

*d. Insufficient space.* When the space under a printed heading is not sufficient to include all the data that is needed, WD, AGO Forms Nos. 24-2 to 24-7 will be pasted or otherwise securely attached to the top of the corresponding page in the record, and a notation of the additional page will be made in the margin of the original page. Caution will be taken to avoid pasting an insert sheet over any data on a page to which attached. Where these forms are not available, additional space may be provided by securely attaching an improvised page or portion thereof. If it is not practicable to use inserts, the notation "See Remarks—Administrative" or "See Remarks—Financial," as the case may be, will be entered in the margin of the Service Record opposite the appropriate section and data entered on the proper subject page under "Remarks."

*e. Negative entries.* If there is no information available relating to the printed heading, spaces will be left blank. Entries such as "None" or "Nothing" will not be used except as required for street and house number and for entries shown in the indorsement as "Due United States" and "Due soldier."

*f. Dates.* Dates will be written as follows: 22 July 1944. The day will always be expressed by numerals, the month either will be spelled out or abbreviated. Abbreviations will consist of the first three letters of the word (Apr, Aug, Jan). The year will be expressed either by four digits (1944) or by the last two digits (44). Dates previously entered will not be altered to conform with these instructions.

*g. Errors and corrections.* If an erroneous entry is made, it will not be erased nor will ink eradicator

be used. A thin line will be drawn through the erroneous entry, and immediately above it will be written the correct entry, dated and initialed by the officer making it.

*h. Abbreviations.* Only those abbreviations authorized by AR 850-150 will be used.

## **6. RECEIPT AND CHECKING OF THE RECORD.**

*a. Receipt of Service Record.* Upon receipt of a Service Record at a personnel section, the personnel officer will send such record or extracts thereof to the company or detachment commander to which the man has been assigned. If the Service Record is sent to the company or detachment commander, such information as he may deem proper will be extracted and the record promptly returned to the personnel officer. If initial assignment has not been made previously, the heading "Original assignment, etc.," on page 5 of the Service Record will be filled in by the personnel officer.

*b. Checking the Record upon Receipt.* *A Service Record coming into the custody of an officer for the first time will be checked carefully by him to make sure that the proper entries are made. If any omissions or erroneous entries are found, immediate steps will be taken to correct them.*

**7. TEMPORARY SERVICE RECORD.** When the Service Record has not been received by an enlisted man's new organization within a reasonable length of time, a temporary Service Record will be prepared from all available data and from affidavits sworn to by the enlisted man. (See sec. XXXIV.)

**8. LOST RECORDS.** If a Service Record is lost, immediate effort will be made to trace it. If not found within a reasonable time, a report setting forth the circumstances attending the loss will be made to The Adjutant General, who will start a new Service Record and transmit it to the commanding officer of the station at which the enlisted man was enlisted or to which he was sent upon induction into the service. The new Service Record will then be forwarded in turn to the commanding officer of the commands with which the enlisted man has served during his current enlistment, each commanding officer repeating the indorsement required by paragraph 67 and making the appropriate entries in the body of the record.

**9. DISPOSITION OF RECORD WHEN CLOSED.** When a Service Record is closed, it will be forwarded to The Adjutant General and become a permanent record of the War Department.

## SECTION II

## COVER

(Last name) \_\_\_\_\_ (Army serial No.) \_\_\_\_\_  
 (First name) \_\_\_\_\_ (Middle initial) \_\_\_\_\_  
 (Date of service for those entitled to induction) \_\_\_\_\_

Color or race \_\_\_\_\_  
 (PLACE X IN BOX INDICATING COMPONENT)  
☐ Regular Army. ☐ National Guard of the United States.

Army of United States:  
☐ For Regular Army units.  
☐ For National Guard units.  
☐ Selective Service and Training.  
☐ Regular Army Reserve—Active duty.  
☐ Enlisted Reserve Corps—Active duty.

**SERVICE RECORD**

covering period

From \_\_\_\_\_ (Month) \_\_\_\_\_ (Year) to \_\_\_\_\_ (Month) \_\_\_\_\_ (Year)

For Continuation use AR 600-128

W. D. A. G. Form No. 34 (April 1, 1947)

**10. GENERAL.** The front cover of the Service Record provides spaces which, when properly filled in, give the complete military identification of the soldier. Entries in the spaces are made by the enlisting or inducting officer.

KELSEY (Last name) \_\_\_\_\_ (Army serial No.) \_\_\_\_\_  
 \_\_\_\_\_ (First name) \_\_\_\_\_ (Middle initial) \_\_\_\_\_

**II. DETAILS OF ENTRIES. a. Last name.** Enter the soldier's last name. The name that appears on the cover of the record will be presumed to be the correct, official, legal name of the individual concerned and will be recorded exactly as shown on Induction or Enlistment Record.

KELSEY (Last name) \_\_\_\_\_ (Army serial No.) 39 303 489  
 \_\_\_\_\_ (First name) \_\_\_\_\_ (Middle initial) \_\_\_\_\_

**b. Army Serial No.** Enter the soldier's Army serial number. The serial number will be recorded exactly as shown on induction or enlistment record. This number is assigned to the man when he enlists or is inducted, and it is the most important element in his military identification. The Army serial number is the only means of absolute identification, since many soldiers have identical names. Extreme care must be taken to see to it that the correct serial number is filled in, since on many occasions the number will be copied from the record when it is needed for other military documents.

KELSEY (Last name) \_\_\_\_\_ (Army serial No.) 39 303 489  
 MICHAEL (First name) \_\_\_\_\_ (Middle initial) \_\_\_\_\_

**c. First name.** Enter the first name of the soldier. Here again the first name will be recorded exactly as shown on the induction or enlistment record. The abbreviation IO (initial only) or any similar notation will not be used. This does not apply to Service Records already in existence.

KELSEY (Last name) \_\_\_\_\_ (Army serial No.) 39 303 489  
 MICHAEL (First name) \_\_\_\_\_ (Middle initial) J.

**d. Middle initial.** Enter the man's middle initial, if any. If there is no middle initial the space will be left blank. The abbreviation NMI (no middle initial) or any similar notation will not be used. This does not apply to Service Records already in existence. When "Jr." or "II," or other similar designation is used, it will appear after the middle initial. In the absence of a middle initial and "Jr." or "II" is applicable, the "Jr." or "II" will be entered in this space.



MICHAEL (First name) J. (Middle Initial)

INF (Arm or service for which enlisted or inducted)

e. **Arm or service for which enlisted or inducted.** Since all men now inducted into the Army of the United States are inducted without regard to arm or service, no entry will be made to show arm or service except when individuals are sent to overseas depots as replacements, in which event the arm or service in which it is intended that the individual will serve after arrival overseas will be shown. The entry as to the arm or service will be made at replacement training centers or specialist schools of the arm or service from which individuals are sent as replacements to overseas depots. When the entry is made the caption "(Arm or service for which enlisted or inducted)" will be lined out. In the case of men voluntarily enlisted or reenlisted in the Regular Army or the Army of the United States for a specific arm or service, this entry will be made at time of enlistment. Entries for men enlisted unassigned will be the same as for inducted men. No changes need be made in Service Records now in current use to conform to the provisions of this paragraph except for overseas replacements.

INF (Arm or service for which enlisted or inducted)

Color or race WHITE

f. **Color or race.** Enter the soldier's color or race. Data to be entered in this space will be secured from the enlistment or induction record.

g. **Component.** Place an "X" in the appropriate box to show the component of the Army for which the soldier was enlisted or inducted.

(PLACE X IN BOX INDICATING COMPONENT)

☒ Regular Army. ☐ National Guard of the United States.

(1) **Regular Army.** If the enlisted man was a member of the Regular Army prior to 7 Dec 41, and is still a member of the Regular Army, an "X" should appear in this box.

☐ Regular Army. ☒ National Guard of the United States.

(2) **National Guard of the United States.** For all men who were members of the National Guard of the United States and who were called into Federal service, an "X" should appear in this box.

United States: ☒ X

☐ For Regular Army units.

☐ For National Guard units.

(3) **Army of the United States.** Enlistments being made for Army of the United States will be indicated by an "X" after "Army of the United States." No changes need be made in Service Records now in current use.

(PLACE X IN BOX INDICATING COMPONENT)

☐ Regular Army. ☐ National Guard of the United States.

Army of the United States: ☒ X

☒ For Regular Army units.

(a) **For Regular Army units.** For men who were enlisted in the Army of the United States for Regular Army units, an "X" should appear in this box.

(PLACE X IN BOX INDICATING COMPONENT)

☐ Regular Army. ☐ National Guard of the United States.

Army of the United States: ☐ For Regular Army units.

☒ For National Guard units.

(b) **For National Guard units.** For men who were enlisted in the Army of the United States for National Guard units, an "X" should appear in this box.

Army of United States:

☐ For Regular Army units.

☐ For National Guard units.

☒ Selective Service and Training.

(c) *Selective Service and Training.* Practically all personnel now entering the Service are inducted through the Selective Service system. They fall into the category of Army of the United States—Selective Service and Training. All such personnel will be designated by an "X" placed in this box.

Army of United States:

☐ For Regular Army units.

☐ For National Guard units.

☐ Selective Service and Training.

☒ Regular Army Reserve—Active duty.

(4) *Regular Army Reserve—Active duty.* Members of the Regular Army Reserve now on active duty will be designated by an "X" in this box.

Army of United States:

☐ For Regular Army units.

☐ For National Guard units.

☐ Selective Service and Training.

☐ Regular Army Reserve—Active duty.

☒ Enlisted Reserve Corps—Active duty.

(5) *Enlisted Reserve Corps—Active duty.* Members of the Enlisted Reserve Corps who have been called to active duty will be designated by an "X" in this box.

covering period

From 30 Jun., 1943, to 31 Aug., 1944.

h. Period of service. (1) Following the word

"From....." enter the date the soldier entered the Service, whether by voluntary enlistment, reenlistment, induction, or other means.

covering period

From 30 Jun., 1943, to 31 Aug., 1944.

(2) On the last half of the line following the word "to.....," enter the date the soldier is separated from the Service or relieved from active duty.

CONSCIENTIOUS OBJECTOR

KELSEY (Last name) 39 303 489 (Army serial No.)

MICHAEL (First name) J. (Middle initial)

12. CONSCIENTIOUS OBJECTOR. a. Status established. For Selective Service trainees whose status as conscientious objectors has been established, the notation "Conscientious Objector" will be stamped or printed in red ink at the top of this page, upper left-hand corner, above the man's last name.

CONSCIENTIOUS OBJECTOR 15 Jul 43 20 f.

KELSEY (Last name) 39 303 489 (Army serial No.)

MICHAEL (First name) J. (Middle initial)

b. Change of status. Should a man so classified apply in writing to his unit commander for assignment to a combat unit and his request be granted, this entry will be lined out, as shown, dated and initialed by the officer making the correction.

Record exactly as shown on Enlistment or Induction Record.

Entry required if soldier sent overseas.

Place "X" in only ONE box.

Information secured from Enlistment or Induction Record.

Must agree with date shown on Enlistment or Induction Record.

Entry made only upon separation or relief from active duty.

\_\_\_\_\_  
(Last name) (Army serial No.)

\_\_\_\_\_  
(First name) (Middle initial)

\_\_\_\_\_  
(Arm or service for which enlisted or inducted)

Color or race \_\_\_\_\_  
(PLACE X IN BOX INDICATING COMPONENT)

☐ Regular Army. ☐ National Guard of the United States.

Army of United States:

☐ For Regular Army units.  
☐ For National Guard units.  
☐ Selective Service and Training.

☐ Regular Army Reserve—Active duty.  
☐ Enlisted Reserve Corps—Active duty.

**SERVICE RECORD**  
 covering period \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_.

For instructions see AR 245-125

W. D. A. G. O. Form No. 24  
 (December 12, 1941)

16-55250-2

## SECTION III

## INDUCTION RECORD

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service.)

Local board of origin No. 1, New York, N.Y.

Date of arrival at induction station 27 Jun 43

By whom inducted

**RECORD OF EDUCATION**

(Use per 4, AR 35-2560 for details relative to completion record)

**CHALLENGE INFORMATION**

Unit: \_\_\_\_\_

Grade: \_\_\_\_\_

**OTHER INFORMATION**

Rank: \_\_\_\_\_ Date: \_\_\_\_\_

**RECEIPT FOR INDUCTION**

By whom inducted: \_\_\_\_\_

**CARRIER INFORMATION**

Order: \_\_\_\_\_

Post: \_\_\_\_\_

Grade: \_\_\_\_\_

Service: \_\_\_\_\_

13. GENERAL. The Induction Record appears at the top of page 1 of the Service Record. It will be filled in only for men entering the service through the operation of the Selective Training and Service Act of 1940. The Induction Record will be filled in by the officer who opens the Service Record.

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service.)

Local board of origin No. 1, New York, N.Y.

Date

Date and place of induction

By whom inducted

14. DETAILS OF ENTRIES. a. Local board of origin. Enter the number and location (city and state) of the local selective service board where the individual reported for delivery to the place of induction. This is the place to which the enlisted man is authorized travel pay upon his discharge as provided for in AR 35-2560.

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service.)

Local board of origin No. 1, New York, N.Y.

Date of arrival at induction station 27 Jun 43

By whom inducted

b. Date of arrival at induction station. Enter the date on which the individual arrives at the place where the induction ceremony actually is held, regardless of whether it is an induction station or a reception center.

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service.)

Local board of origin No. 1, New York, N.Y.

Date and place of induction 30 Jun 43 - Induction Sta No. 1

By whom inducted

c. Date and place of induction. Enter the date and place that the induction ceremony actually is held. Usually the date on this line will be the same as that on the line immediately above.

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service.)

Local board of origin No. 1, New York, N.Y.

Date and place of induction 30 Jun 43 - Induction Sta No. 1

By whom inducted John F. Taylor  
Capt Inf

Place to which sent

d. By whom inducted. Enter the name, grade, and arm or service of the officer who actually inducts the man into the Service.

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service.)

Local board of origin No. 1, New York, N.Y.

Date and place of induction 30 Jun 43 - Induction Sta No. 1

By whom inducted John F. Taylor  
Capt Inf

Place to which sent RC Ft Dix, N.J.

Date sent

e. Place to which sent. Where Induction Record is filled in at the reception center, the information

entered in this space will be the same as that entered in the space headed "Date and Place of Induction." Where a man is inducted at an induction station, the information entered on this line will be the name of the post, camp, or reception center to which the man is sent.

f. Date sent. Enter date the man was sent to the place shown on line "Place to which sent."

## SECTION IV

### RECORDS OF IMMUNIZATION (Reference: AR 40-210)

15. GENERAL. All military personnel on active duty with the Army receive immunization against

certain communicable diseases. The routine initial immunizations are given soon after entry on active duty and additional vaccines and inoculations are given periodically thereafter. The dates on which these vaccines and inoculations take place and the results thereof, where applicable, are recorded in the Records of Immunization Section on page 1 of the Service Record. When an enlisted man is inoculated, the surgeon under whose supervision the inoculation is given records the date and the result on Medical Department Form No. 81 (Immunization Register). This form is made out in duplicate. The original is sent to the enlisted man's company or detachment commander who forwards it to the personnel officer; the duplicate is retained by the surgeon. The personnel officer is responsible for custody of this copy, for recording the immunization data in the enlisted man's Service Record as soon as the information becomes available, for notification of the company commander when additional immunizations become due, and for returning the copy of the Immunization Register to the medical officer at the time the next required inoculations are performed. It is the responsibility of the company commander to see that the enlisted man receives the required inoculations. The date of completion of the initial series of injections of each required immunizing agent will be entered in the Service Record except when an enlisted man is transferred before the series is completed. In such case, the dates of each partial immunization will be recorded. When WD, AGO Form No. 8-117 is prepared and filed with the enlisted man's Service Record, no entries are required in this section.

16. DETAILS OF ENTRIES WHEN WD, MD FORM NO. 81 IS USED. a. Smallpox vaccination. Enter date and result of each vaccination. Smallpox vaccination is normally not performed at an induction station or reception center unless it is known that the enlisted man will remain at the station for at least 1 week in order that the type of reaction may be determined.

20 Jul 43	Course completed
20 Jul 44	Stimulating dose

b. Typhoid vaccinations. Enter date of the completion of the initial series of injections and the date of each stimulating dose.

DIPHTHERIA SUSCEPTIBILITY TEST—SCHICK	
Date	Result <sup>1</sup>

d. Diphtheria susceptibility test—Schick. No entry required.

OTHER VACCINATIONS	
Kind	Date
Tetanus	15 Aug 43
Tetanus Stimulating	1 Sep 44

c. Other vaccinations. (1) Enter date of the completion of the initial series of tetanus immunization and the date of each stimulating dose.

CARRIER EXAMINATIONS (See AR 40-310)			
Date	Parasite examined for	Kind of specimen <sup>1</sup>	Positive or negative

<sup>1</sup> Record as vacuola, vacuoid, or fumigum reaction.  
<sup>2</sup> Record as positive, positive combined, negative-pseudo or negative.  
<sup>3</sup> Record as nose, urine, sputum, blood, etc.

e. Carrier examinations. No entry required.

OTHER VACCINATIONS	
Kind	Date
Blood Type "A"	

(2) In this space also will be entered the enlisted man's blood type, using the symbols "A", "B", "AB", or "O". (See AR 40-1715.)

OTHER VACCINATIONS	
Kind	Date
Yellow Fever	20 Jul 44
Typhus	1 Sep 44

(3) Special inoculations such as yellow fever, typhus, plague, Rocky Mountain spotted fever, influenza, and cholera, will be entered with dates.

**1**

**INDUCTION RECORD**

(This induction record will be filled out only in case the man enters the service through induction by selective service)

Local board of origin \_\_\_\_\_  
(Board No., city, and State)

Date of arrival at induction station \_\_\_\_\_

Date and place of induction \_\_\_\_\_

By whom inducted \_\_\_\_\_  
(Name)

\_\_\_\_\_ (Grade and arm or service)

Place to which sent \_\_\_\_\_  
(Post, camp, or reception center)

Date sent \_\_\_\_\_

**RECORDS OF IMMUNIZATION**  
(See par. 6, AR 40-215, for details relative to immunization records)

**SMALLPOX VACCINATION**

Date	Result <sup>1</sup>

**TYPHOID VACCINATIONS**


**OTHER VACCINATIONS**

Kind	Date

**DIPHTHERIA SUSCEPTIBILITY TEST—SCHICK**

Date	Result <sup>2</sup>

**CARRIER EXAMINATIONS**  
(See AR 40-310)

Date	Parasite examined for	Kind of specimen <sup>3</sup>	Positive or negative

<sup>1</sup> Record as vaccine, vaccinee, or immune reaction.  
<sup>2</sup> Record as positive, positive combined, negative-pseudo or negative.  
<sup>3</sup> Record as feces, urine, sputum, blood, etc.

**Fill out for inducted men only.**

**Show date and result of EACH vaccination.**

**Enter blood type and special inoculations such as yellow fever, tetanus, etc.**

**NO entries required.**

**NO entries required.**

**All entries based on data shown on M.D. Form No. 81.**

**For data pertaining TO TYPHOID VACCINATIONS only.**

## SECTION V

### ENLISTMENT RECORD

**ENLISTMENT RECORD**

1. Name (Last, first, middle initial) Kelsey, Michael, J. (Army serial No.) 31 903 489

2. Date of birth 3 June 1915 (Month, day, and year) City or town New York (State or country) N.Y.

3. Height 5 ft. 6 in. Weight 152 lb. Eyes Blue Hair Black

4. Complexion Ruddy Size of gas mask \_\_\_\_\_ Size of shoe \_\_\_\_\_

5. Married or single \_\_\_\_\_ Occupation \_\_\_\_\_

6. Education (Grade completed) \_\_\_\_\_

7. Previous military service (If any, give name of service, dates, and location) \_\_\_\_\_

8. Signature of enlistee \_\_\_\_\_ Date \_\_\_\_\_

9. Signature of recruiting officer \_\_\_\_\_ Date \_\_\_\_\_

10. Remarks \_\_\_\_\_

**ENLISTMENT RECORD**

1. Name (Last, first, middle initial) Kelsey, Michael, J. (Army serial No.) 31 903 489

2. Date of birth 3 June 1915 (Month, day, and year) City or town New York (State or country) N.Y.

(2) *Born.* Enter the day, month, and year of birth, followed by the city or town and state or country in which it occurred. If the man was born in a foreign country, enter the name of the country as it was known at the time of the man's birth.

**ENLISTMENT RECORD**

3. Height 5 ft. 6 in. Weight 152 lb. Eyes Blue Hair Black

4. Complexion Ruddy Size of gas mask \_\_\_\_\_ Size of shoe \_\_\_\_\_

(3) *Height, weight, eyes, hair.* Enter height in feet and inches, weight in pounds, and color of eyes and hair.

**ENLISTMENT RECORD**

4. Complexion Ruddy Size of gas mask \_\_\_\_\_ Size of shoe \_\_\_\_\_

5. Married or single \_\_\_\_\_ Occupation \_\_\_\_\_

(4) *Complexion.* Enter the complexion of the soldier as shown on the Enlistment or Induction Record.

17. **GENERAL.** The Enlistment Record appears at the top of page 2 of the Service Record. The officer filling in these spaces will be responsible that the data entered are exactly as shown on the Enlistment or Induction Record.

18. **DETAILS OF ENTRIES.** a. **Identification.** Spaces are provided for a complete identification of the soldier.

**ENLISTMENT RECORD**

1. Name (Last, first, middle initial) Kelsey, Michael, J. (Army serial No.) 31 903 489

2. Date of birth 3 June 1915 (Month, day, and year) City or town New York (State or country) N.Y.

(1) *Last name, first name, middle initial, Army serial No.* Enter the last name, first name, middle initial, and Army serial number exactly as shown on the cover of Service Record as explained in section II.

**ENLISTMENT RECORD**

3. Height 5 ft. 6 in. Weight 152 lb. Eyes Blue Hair Black

4. Complexion Ruddy Size of gas mask \_\_\_\_\_ Size of shoe \_\_\_\_\_

(5) *Size of gas mask and size of shoe.* No entries required. (For record of eyeglass, gas mask, MI, See sec. XXIX, which requires entry under REMARKS—ADMINISTRATIVE.)



Enlistment Record	Size of gas mask	Size of shoe
Married or single: <u>S</u>	Occupation	
EDUCATIONAL QUALIFICATIONS		
Years in: Grammar school	High school	College or university

(6) *Married or single.* (a) Enter soldier's present marital status using the appropriate symbol: "M" if married; "S" if single; "W" if a widower; "D" if divorced.

See remarks—Administrative	Born: <u>June 1918</u>	<u>New York</u>	<u>N.Y.</u>
	(Month, day, and year)	(City or town)	(State or country)
	Height: <u>5</u> ft. <u>10</u> in.	Weight: <u>152</u> lb.	Eye color: <u>Blue</u>
			Hair color: <u>Black</u>
	Complexion: <u>Ruddy</u>	Size of gas mask	Size of shoe
	Married or single: <u>M</u>	Occupation	
EDUCATIONAL QUALIFICATIONS			

(b) If the soldier has been widowed or divorced but at present time is married, "M" for married will be entered. If the soldier's marital status changes after his entry into the service, the entry will be lined out and the correct entry made. The notation "See Remarks—Administrative" will be entered in margin and on page 15 will be noted name of person to whom married, date, and place of marriage. This information will be taken from the marriage certificate.

See remarks—Administrative	Height: <u>5</u> ft. <u>10</u> in.	Weight: <u>152</u> lb.	Eye color: <u>Blue</u>
			Hair color: <u>Black</u>
	Complexion: <u>Ruddy</u>	Size of gas mask	Size of shoe
		Married or single: <u>M</u>	Occupation
EDUCATIONAL QUALIFICATIONS			

(7) *Occupation.* No entry required. This information is contained on WD, AGO Form No. 20 (Soldier's Qualification Card).

EDUCATIONAL QUALIFICATIONS		
Years in: Grammar school	High school	College or university
Graduate work	Specialized in	
Speaks: English, French, Spanish, German		

b. *Educational qualifications.* No entries required in these spaces. This information is contained on WD, AGO Form No. 20 (Soldier's Qualification Card).

Graduate work	Specialized in
Speaks: English, French, Spanish, German	
OCCUPATIONAL QUALIFICATIONS	
(Main occupation)	(Weekly wages)
as "apprentice, journeyman, expert"	
Next best occupation	(Weekly wages)
as "apprentice, journeyman, expert"	
Home address	

c. *Occupational qualifications.* No entries required in these spaces. This information is contained on WD, AGO Form No. 20 (Soldier's Qualification Card).

Home address	9 State St
oil City	(Number and street or rural route; if none, so state)
Pa.	(City, town, or post office)
Name and address of nearest relative	(Name)

d. *Home address and nearest relative.* (1) *Home address.* Enter number and street or rural route, city, town or post office, and State or country. If there is no street or rural address, so state by entering the word "None" in this space. This is an exception to the general rule against making negative entries in the Service Record.

HOME ADDRESS AND NEAREST RELATIVE	
Home address	9 State St
oil City	(City, town, or post office)
Pa.	(State or country)
Name and address of nearest relative	Charles A. Kelsey
Father	(Relationship)
9 State St	(Number and street or rural route; if none, so state)
oil City	(City, town, or post office)
Pa.	(State or country)

(2) *Name and address of nearest relative.* (a) Enter name of the nearest relative to the soldier (other than his wife or minor child) such as mother, father, brother, or sister as shown on the Enlistment or Induction Record. Enter the relationship, and follow this by the residence—number and street or rural route, city, town or post office, and State or country. If there is no street or rural address, enter the word "None" in the space provided. If married, name and address of wife will be found under designation of beneficiary, page 2 of Service Record.

See remarks  
Admin

HOME ADDRESS AND NEAREST RELATIVE

Home address: 9 State St  
Oil City  
(Number and street or rural route; if none, so state)

City, town, or post office: PA

Name and address of nearest relative: Charles A. Kelsey  
Father 9 State St  
(Relationship) (Number and street or rural route; if none, so state)

City, town, or post office: PA

State or country: PA

Person to be notified in case of emergency: Charles A. Kelsey  
Father 9 State St  
(Relationship) (Number and street or rural route; if none, so state)

City, town, or post office: PA

State or country: PA

(b) Whenever any change occurs and a WD, AGO Form No. 41 is prepared, the incorrect entry in the Service Record will be lined out, initialed, and dated. A notation will then be made in the margin "See Remarks—Administrative," and the corrected entry made on page 15.

HOME ADDRESS AND NEAREST RELATIVE

Home address: 9 State St  
Oil City  
(Number and street or rural route; if none, so state)

City, town, or post office: PA

Name and address of nearest relative: Charles A. Kelsey  
Father 9 State St  
(Relationship) (Number and street or rural route; if none, so state)

City, town, or post office: PA

State or country: PA

Person to be notified in case of emergency: Charles A. Kelsey  
Father 9 State St  
(Relationship) (Number and street or rural route; if none, so state)

City, town, or post office: PA

State or country: PA

(3) Person to be notified in case of emergency.  
(a) Enter the name and the relationship of the person to be notified in case of emergency as shown on the Enlistment or Induction Record. Enter on the next line the number and street or rural route, city, town or post office, and State or country. If there is no street or rural address, enter the word "None" in the space provided.

HOME ADDRESS AND NEAREST RELATIVE

Home address: 9 State St  
Oil City  
(Number and street or rural route; if none, so state)

City, town, or post office: PA

Name and address of nearest relative: Charles A. Kelsey  
Father 9 State St  
(Relationship) (Number and street or rural route; if none, so state)

City, town, or post office: PA

State or country: PA

Person to be notified in case of emergency: Charles A. Kelsey  
Father 9 State St  
(Relationship) (Number and street or rural route; if none, so state)

City, town, or post office: PA

State or country: PA

(b) Whenever a change of emergency addressee occurs and a WD, AGO Form No. 41 is prepared, the incorrect entry in the Service Record will be lined out, initialed, and dated. A notation will then be made in the margin "See Remarks—Administrative" and the corrected entry made on page 15.

## SECTION VI

## DESIGNATION OF BENEFICIARY

(Reference: AR 600-600)

DESIGNATION OF BENEFICIARY

1. Name of beneficiary: \_\_\_\_\_

2. Relationship: \_\_\_\_\_

3. Address: \_\_\_\_\_

4. City, town, or post office: \_\_\_\_\_

5. State or country: \_\_\_\_\_

6. Person to be notified in case of emergency: \_\_\_\_\_

7. Relationship: \_\_\_\_\_

8. Address: \_\_\_\_\_

9. City, town, or post office: \_\_\_\_\_

10. State or country: \_\_\_\_\_

11. Signature of beneficiary: \_\_\_\_\_

12. Date: \_\_\_\_\_

19. GENERAL. The designation of beneficiary part of the Service Record will be filled in by the personnel officer of the induction station or reception center from information contained on the induction or enlistment record. Designation of beneficiary relating to members of the reserve components will be obtained from WD, AGO Form No. 183 (Record at Time of Reporting for Active Duty of Members of Reserve Components). If the soldier has declined to designate a beneficiary the words, "Declined to designate any person as his beneficiary," will be entered. The same rule will apply when the soldier has declined to designate an alternate beneficiary; in which case, the entry "EM does not desire to designate alternate" will be made. When any change occurs affecting the beneficiary and a WD, AGO Form No. 41 is prepared, the original entry made in this part will be lined out, dated, and initialed by the personnel officer, and the notation "See Remarks—Administrative" made in the margin near the entry. The new entry showing name, address, and relationship of the beneficiary together with the date the entry is made, will be entered under "Remarks—Administrative" on page 15.

**DESIGNATION OF BENEFICIARY**  
(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)

Alice C. Kelsey Mother  
(Name and degree of relationship of beneficiary)

9 State St., Oil City, Pa.  
(Address)

20. DETAILS OF ENTRIES. a. Name and degree of relationship of beneficiary. Enter the name and relationship of the beneficiary. The full name of the beneficiary and relationship will be shown, that is "Alice C. Kelsey, mother," not "Mrs. Charles A. Kelsey."

**DESIGNATION OF BENEFICIARY**  
(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)

Alice C. Kelsey Mother  
(Name and degree of relationship of beneficiary)

9 State St., Oil City, Pa.  
(Address)

b. Address. Enter number and street or rural route, city, town, or post office, and State or country.

**DESIGNATION OF BENEFICIARY**  
(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)

Alice C. Kelsey Mother  
(Name and degree of relationship of beneficiary)

Helen A. Kelsey Sister  
(Name and degree of relationship of alternate beneficiary)

1242 W. 10th Ave., New York, N.Y.  
(Address)

**DESIGNATION OF BENEFICIARY**  
(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)

Alice C. Kelsey Mother  
(Name and degree of relationship of beneficiary)

Helen A. Kelsey Sister  
(Name and degree of relationship of alternate beneficiary)

EM does not desire to designate alternate  
(Name and degree of relationship of alternate beneficiary)

c. Name and degree of relationship of alternate beneficiary. The requirements governing entries in these spaces are the same as in the case of the first beneficiary. If the enlisted man does not desire to designate an alternate beneficiary, an appropriate entry will be made in this space. Example "EM does not desire to designate alternate." Information for these entries will be obtained from enlistment or induction record or WD, AGO Form No. 41.

## SECTION VII

## CURRENT ENLISTMENT

**ENLISTMENT RECORD**

1. Name (Last, first, middle) \_\_\_\_\_ (Initials) \_\_\_\_\_ (Last and first)

2. Date of birth (Month, day, year) \_\_\_\_\_ (Place of birth) \_\_\_\_\_ (State or country)

3. Height (Feet, inches) \_\_\_\_\_ Weight (Pounds) \_\_\_\_\_ Blood \_\_\_\_\_ (Type and Rh factor)

4. Complexion \_\_\_\_\_ Skin of person \_\_\_\_\_ (Color of skin)

5. Marked or disfigured \_\_\_\_\_ (Describe)

6. Education (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

7. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

8. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

9. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

10. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

11. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

12. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

13. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

14. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

15. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

16. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

17. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

18. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

19. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

20. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

21. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

22. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

23. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

24. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

25. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

26. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

27. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

28. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

29. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

30. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

31. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

32. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

33. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

34. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

35. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

36. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

37. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

38. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

39. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

40. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

41. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

42. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

43. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

44. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

45. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

46. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

47. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

48. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

49. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

50. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

51. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

52. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

53. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

54. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

55. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

56. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

57. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

58. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

59. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

60. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

61. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

62. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

63. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

64. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

65. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

66. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

67. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

68. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

69. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

70. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

71. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

72. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

73. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

74. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

75. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

76. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

77. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

78. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

79. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

80. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

81. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

82. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

83. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

84. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

85. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

86. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

87. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

88. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

89. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

90. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

91. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

92. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

93. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

94. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

95. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

96. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

97. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

98. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

99. Previous military service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

100. Previous civilian service (Type, grade, school, college, university) \_\_\_\_\_ (Name and address)

21. GENERAL. This part of the Service Record will be filled in by the enlisting or induction officer. Data for this part will be secured from the enlistment or induction record and discharge certificate.

**CURRENT ENLISTMENT**  
(To be entered only from appropriate enlistment or induction record or W. D., A. G. O. Form No. 41)

1. Enlistment \_\_\_\_\_ years \_\_\_\_\_ months.

2. Accepted for service at \_\_\_\_\_

3. (Enlisted at \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_)

4. In grade of \_\_\_\_\_ by \_\_\_\_\_

5. for \_\_\_\_\_ (Company, regiment, army, or service)

6. (Words and figures) \_\_\_\_\_ years.

7. Completion \_\_\_\_\_

8. at enlistment. His over \_\_\_\_\_ years service. (Initials of officer)

9. Physical defects at enlistment \_\_\_\_\_

10. \* Strike out words not applicable.

11. † No entry required for men secured through Selective Service.

22. DETAILS OF ENTRIES. a. Soldiers secured through Selective Service. (1) Age at enlistment. No entry required.

- (2) *Accepted for service at.* No entry required.  
 (3) *Enlisted at* ..... *on the* .....  
*day of* ..... 19..... No entry  
 required.  
 (4) *In grade of.* No entry required.  
 (5) *By, for, to serve.* No entry required.

**CURRENT ENLISTMENT**  
 (See "Remarks—Financial" (par. 34, AR 345-125))

Age at enlistment ..... years ..... months.

Accepted for service at ..... on the ..... day of ..... 19.....

Enlisted at ..... on the ..... day of ..... 19.....

In grade of ..... by ..... for ..... (Company, regiment, army, or service)

- b. Soldiers secured through enlistment. (1) *Age at enlistment.* No entry required.

Completed ..... years ..... months ..... days for longevity pay,  
 at enlistment ..... (Words and figures) years.

Physical defects at enlistment .....

\* Strike out words not applicable.  
 † No entry required for men secured through Selective Service.

- (6) *Completed, years, months, days for longevity pay, at enlistment.* Enter the number of years, months, and days that the soldier has completed for longevity purposes at the time of induction. Data for filling in these spaces will be obtained from discharge certificates in the soldier's possession. If discharge certificates are not available, see section VIII, for action to be taken. If no prior service, these spaces will be left blank.

**CURRENT ENLISTMENT**  
 (See "Remarks—Financial" (par. 34, AR 345-125))

Accepted for service at Salem, Oregon on the ..... day of ..... 19.....

Enlisted at ..... on the ..... day of ..... 19.....

In grade of ..... by ..... for ..... (Company, regiment, army, or service)

- (2) *Accepted for service at.* Enter the name of the city or town and state at which the soldier was accepted for service.

Completed ..... years ..... months ..... days for longevity pay,  
 at enlistment ..... (Words and figures) years.

Physical defects at enlistment .....

\* Strike out words not applicable.  
 † No entry required for men secured through Selective Service.

- (7) *Has over* ..... *years' service.* Enter the total number of years of service completed by the soldier followed by the initials of the personnel officer. If no prior service, the space will be left blank.

**CURRENT ENLISTMENT**  
 (See "Remarks—Financial" (par. 34, AR 345-125))

Age at enlistment ..... years ..... months.

Accepted for service at Portland, Oregon on the ..... day of ..... 1943

Enlisted at ..... on the ..... day of ..... 1943

In grade of ..... by ..... for ..... (Company, regiment, army, or service)

- (3) *Enlisted at* ..... *on the* ..... *day of* ..... 19..... Enter the place and address of enlistment followed by the day, month, and year.

Completed ..... years ..... months ..... days for longevity pay,  
 at enlistment ..... (Words and figures) years.

Physical defects at enlistment .....

\* Strike out words not applicable.  
 † No entry required for men secured through Selective Service.

- (8) *Physical defects at enlistment.* No entry required.

Enlisted at Portland, Oregon on the ..... day of ..... 1943

In grade of Pvt by ..... for ..... (Company, regiment, army, or service)

- (4) *In grade of.* Enter the grade the soldier held at enlistment.

Enlisted at Portland, Oregon on the  
1st day of July 1943  
 by W.A. Brown, Capt ED  
 of Co. E, 4th Inf.  
 (Company, regiment, arm, or service)  
 to serve Three (3) years  
 (Words and figures)  
 Completed        days for longevity pay,  
 at enlistment. Has over        years' service. (Initials of officer)  
 Physical defects at enlistment       

(5) *By, for, to serve.* In these spaces enter the name, rank, and organization of the officer who administered the oath of enlistment as prescribed by Article of War 109 followed by company, regiment, arm or service for which the soldier was enlisted and the number of years he enlisted to serve (during the present emergency all enlistments are for the duration and 6 months).

Completed 4 years 1 months 0 days for longevity pay,  
 at enlistment. Has over 4 years' service. W.A.B.  
 (Initials of officer)  
 Physical defects at enlistment       

(6) *Completed, years, months, days for longevity pay.* Enter the same information as required by a (6) above.

Completed 4 years 1 months 0 days for longevity pay,  
 at enlistment. Has over 4 years' service. W.A.B.  
 (Initials of officer)  
 Physical defects at enlistment         
 \* Strike out words not applicable.  
 † No entry required for men secured through Selective Service.

(7) *Physical defect at enlistment.* No entry required.

2

### ENLISTMENT RECORD

(Last name) (First name) (Middle initial) (Army serial No.)  
 Born (Month, day, and year) (City or town) (State or country)  
 Height (ft.) in. Weight (lb.) Eyes Hair  
 Size of nose Size of shoes

**EDUCATIONAL QUALIFICATIONS**  
 Elementary school High school College or university  
 Specialized in

**OCCUPATIONAL QUALIFICATIONS**  
 (Main occupation) (Weekly wage)  
 Years as "apprentice, journeyman, expert."  
 Just what did he do?  
 (Next best occupation) (Weekly wage)  
 Years as "apprentice, journeyman, expert."  
 Just what did he do?

**HOME ADDRESS AND NEAREST RELATIVE**  
 Home address (Number and street or rural route; if none, so state)  
 (City, town, or post office) (State or country)  
 Name and address of nearest relative (Name)  
 (Relationship) (Number and street or rural route; if none, so state)  
 (City, town, or post office) (State or country)  
 Person to be notified in case of emergency (Name)  
 (Relationship; if friend, so state) (Number and street or rural route; if none, so state)  
 (City, town, or post office) (State or country)

**DESIGNATION OF BENEFICIARY**  
 (To be entered only from appropriate enlistment or induction record - W. D., A. G. O. Form No. 43)  
 (Name and degree of relationship of beneficiary) (Address)  
 (Name and degree of relationship of alternate beneficiary) (Address)  
 (Name and degree of relationship of alternate beneficiary) (Address)

**CURRENT ENLISTMENT**  
 (See "Remarks—Financial" (par. 3a, AR 345-125))  
 Age at enlistment years months.  
 Accepted for service at  
 Enlisted as on the  
 day of 19  
 in grade of by  
 for (Company, regiment, arm, or service)  
 to serve (Words and figures) years.  
 Completed years months days for longevity pay,  
 at enlistment. Has over years' service. (Initials of officer)  
 Physical defects at enlistment

\* Strike out words not applicable. 16-28259-2  
 † No entry required for men secured through Selective Service.

**Annotations:**

- No entries required.
- No entries required.
- Keep current. Enter new data on page 15.
- Keep current. Enter new data on page 15.
- No entries required (all soldiers).
- No entries required for inducted men.
- No entries required (all soldiers).

## SECTION VIII

# PRIOR SERVICE (Reference AR 600-750)

**23. GENERAL.** a. **Purpose.** This section is for the purpose of recording an enlisted man's previous military service. Entries will be made by the officer initiating the Service Record and will cover complete prior service up to current enlistment, based on the discharge certificates or other written evidence in the possession of the enlisted man at the time of enlistment or induction. Exclusive of time lost, the total prior service shown in this section should agree with that shown under "Current Enlistment" on page 2. If the soldier has no prior service, this section will be left blank.

b. **Where prior service is claimed.** When a soldier claims to have had prior service and is unable to produce certificates or other written evidence of such service, the prior service claimed will not be recorded but the words "service not verified" will be entered in pencil. Upon receipt of verification of service which is furnished by The Adjutant General without request in accordance with paragraph 21, AR 600-750, the commanding officer will cause the pencil notation to be erased and the prior service entered.

c. **Where service is unclaimed.** Service unclaimed at the time of enlistment but subsequently verified from War Department records will be entered by the personnel officer, and will be credited for longevity pay purposes when authorized under AR 35-2360.

**24. DETAILS OF ENTRIES.** a. Co., regt., arm, or service. Enter on the first line the company, regiment, or arm or service in which the enlisted man served and follow this by the date the man entered service and the date his service was terminated.

b. **Discharged as.** Enter the grade held at the time of his discharge. Following this, enter character rating.

c. **By reason of.** Enter reason the enlisted man was discharged; for example: "Expiration of term of service," or "For convenience of Government." Authorized abbreviations may be used.

d. **Third line.** On this line will be entered a brief statement giving the length of time the enlisted man was retained in the service after the normal date of the expiration of his enlistment. The statement will show the reason for the retention. Example: "Retained in service 8 days under AW 107," or "Retained in service 8 days for convenience of Government." If any time was lost prior to normal date of expiration of enlistment which was not made good, a remark to that effect will be entered. Example: "8 days lost under AW 107." If no time has been lost under AW 107, entry should be, "No time lost under AW 107."





Written proof necessary before making entries.

3

## PRIOR SERVICE

If in the Regular Army, then insert headings to show service in the Regular Army, Volunteer Army, Marine Corps, and National Guard, in the order named.

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

from \_\_\_\_\_, 19\_\_\_\_, to \_\_\_\_\_, 19\_\_\_\_  
(Co., regt., arm, or service)

Discharged as \_\_\_\_\_; By reason of \_\_\_\_\_  
(Grade) (Character)

(Data required by par. 8, AR 345-125)

Use only authorized abbreviations listed in AR 850-150.

Show time lost under AW 107—negative entry necessary if appropriate.

## SECTION X

### SPECIAL DUTY

[illegible]

26. GENERAL. No entries required.

[illegible]

## SECTION XI

## ARTICLES OF WAR

[illegible]

**27. GENERAL.** The 110th Article of War requires that certain of the Articles of War be read and explained to every enlisted man at the time of his entry into the service, and every 6 months thereafter. In addition, it is required that the 28th Article of War be explained to all enlisted personnel. It is the responsibility of the personnel officer to make entries in the Service Record when these requirements have been fulfilled. The information will be supplied to the personnel officer by the enlisted man's company or unit commander.

ARTICLES OF WAR			
as to soldier as required by the 116th Article of War)			
Date	Initials	Date	Initials
1 Jul 43			
3 Feb 44			
15 Jul 44			

**28. DETAILS OF ENTRIES.** a. **Date.** Each time the Articles of War are read and explained to the enlisted man, the date will be entered in this column.

ARTICLES OF WAR (Read to soldiers required by the 110th Article of War)			
Date	Initials	Date	Initials
1 Jul 44	WJ		
2 Feb 44	CCB		
10 Jul 44	WJ		

b. Initials. The dates will be authenticated by the initials of the personnel officer entered in this space.

## SECTION XII

### SEX MORALITY (Sex Hygiene)

(Reference: AR 40-210)

MILITARY QUALIFICATIONS			
Special to service record in the United States Army in the World War			
Publications required by the 110th Article of War			
Qualification in Arms			
Sex Morality			
<p>Qualified as _____ (Grade designation) _____ 19____</p> <p>Compensation \$ _____ per month. Aggregate or final score _____</p> <p>Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____</p>			
<p>Qualified as _____ (Grade designation) _____ 19____</p> <p>Compensation \$ _____ per month. Aggregate or final score _____</p> <p>Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____</p>			
<p>Qualified as _____ (Grade designation) _____ 19____</p> <p>Compensation \$ _____ per month. Aggregate or final score _____</p> <p>Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____</p>			

29. GENERAL. Entries are no longer required in this section of the Service Record.

SEX MORALITY	
Form completed (see AR 40-235) _____ 19____	

## SECTION XIII

### QUALIFICATION IN ARMS

MILITARY QUALIFICATIONS			
Special to service record in the United States Army in the World War			
Publications required by the 110th Article of War			
Qualification in Arms			
Sex Morality			
<p>Qualified as _____ (Grade designation) _____ 19____</p> <p>Compensation \$ _____ per month. Aggregate or final score _____</p> <p>Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____</p>			
<p>Qualified as _____ (Grade designation) _____ 19____</p> <p>Compensation \$ _____ per month. Aggregate or final score _____</p> <p>Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____</p>			
<p>Qualified as _____ (Grade designation) _____ 19____</p> <p>Compensation \$ _____ per month. Aggregate or final score _____</p> <p>Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____</p>			

30. GENERAL. No entries required.

QUALIFICATION IN ARMS			
(Special qualifications attained in the use of the various arms and additional compensation therefor)			
Qualified as _____ (Grade designation) _____ 19____			
Compensation \$ _____ per month. Aggregate or final score _____			
Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____			
Qualified as _____ (Grade designation) _____ 19____			
Compensation \$ _____ per month. Aggregate or final score _____			
Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____			
Qualified as _____ (Grade designation) _____ 19____			
Compensation \$ _____ per month. Aggregate or final score _____			
Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____			
Qualified as _____ (Grade designation) _____ 19____			
Compensation \$ _____ per month. Aggregate or final score _____			
Order publishing fact of qualification _____ (Number) (Source) (Date) _____ 19____			

4

### MILITARY QUALIFICATIONS

Served as \_\_\_\_\_ in the United States Army in the World War  
(Highest grade held) \_\_\_\_\_  
Holds commission as \_\_\_\_\_ In the Of \_\_\_\_\_  
(Grade) (Section)  
Graduate of \_\_\_\_\_  
(Noncommissioned officers' or special school)  
**ARMY SPECIALTY**

Specialty	Rating, with date

1=Very good; G=Good; F=Fair.

### SPECIAL DUTY

At	From	To	Authority

### ARTICLES OF WAR

(Read to soldier as required by the 110th Article)

Date	Initials	Date

### SEX MORALITY

(40-235)

### QUALIFICATION IN ARMS

(Special qualifications attained in the use of the various arms or pension (hereafter))

Qualified as \_\_\_\_\_ (Grade designation) \_\_\_\_\_  
Compensation \$ \_\_\_\_\_ per month. Aggregate or final score \_\_\_\_\_  
Order publishing fact of qualification \_\_\_\_\_  
(Number) (Source) (Date) 19\_\_

Qualified as \_\_\_\_\_ (Grade designation) \_\_\_\_\_  
Compensation \$ \_\_\_\_\_ per month. Aggregate or final score \_\_\_\_\_  
Order publishing fact of qualification \_\_\_\_\_  
(Number) (Source) (Date) 19\_\_

Qualified as \_\_\_\_\_ (Grade designation) \_\_\_\_\_  
Compensation \$ \_\_\_\_\_ per month. Aggregate or final score \_\_\_\_\_  
Order publishing fact of qualification \_\_\_\_\_  
(Number) (Source) (Date) 19\_\_

Qualified as \_\_\_\_\_ (Grade designation) \_\_\_\_\_  
Compensation \$ \_\_\_\_\_ per month. Aggregate or final score \_\_\_\_\_  
Order publishing fact of qualification \_\_\_\_\_  
(Number) (Source) (Date) 19\_\_

Qualified as \_\_\_\_\_ (Grade designation) \_\_\_\_\_  
Compensation \$ \_\_\_\_\_ per month. Aggregate or final score \_\_\_\_\_  
Order publishing fact of qualification \_\_\_\_\_  
(Number) (Source) (Date) 19\_\_

16-25209-1

**MILITARY RECORD**  
(Reference: AR 615-5)

[illegible]

**31. GENERAL.** The purpose of the Military Record part of the Service Record is to record all promotions and reductions that an enlisted man may receive during his current enlistment. The recording of such entries is a responsibility of the personnel officer. Information for these entries is contained in Special Orders, Courts-Martial Orders, Summary Court Cases, Company Orders, and Morning Reports. The action taken to reduce a noncommissioned officer will provide for reduction to the grade of private. If it is desired to reappoint him in a lower grade than the grade from which reduced, separate action is necessary.

RECORDED			
APPOINTMENT, PROMOTION, OR REDUCTION, WITH AUTHORITY THEREFOR			
Grade	Date	Authority	Initials
Pvt.			
PFC			
Cpl.			
Pvt.			
Tec 5			
Sgt.			

**32. DETAILS OF ENTRIES.** a. **Grade.** Enter the grade to which the enlisted man was promoted or reduced.

APPOINTMENT, PROMOTION, OR REDUCTION, WITH AUTHORITY THEREFOR			
Grade	Date	Authority	Initials
Enl	20 Jun 43		
Pfc	15 Jul 43		
Spl	1 Dec 43		
Enl	2 Feb 44		
Tec 5	2 Feb 44		
Sgt	1 Sep 44		

b. Date. The date of promotion or reduction will be entered in this space.

AFFIRMATION, PROMOTION, OR REDUCTION, WITH AUTHORITY THEREOF			
Grade	Date	Authority	Initials
Pvt	30 Jun 43	AR 690-750 10, 20, 30th Inf	ECB
PFC	13 Jul 43	En, 12 Jul 43 50 200, 124th Regt	WJ
Cpl	1 Dec 43	1 Dec 43 50 10, 30th Inf	WJ
Pvt	2 Feb 44	2 Feb 44 50 10, 30th Inf	WJ
Tec 5	2 Feb 44	2 Feb 44 50 102, 4th Inf	WJ
Sgt	1 Sep 44	10 Sep 44	WJ

**c. Authority and initials.** Enter the authority for the change in grade—company order, special order, special court-martial order, as the case may be. The entries will be authenticated by the initials of the personnel officer.

[illegible]

**33. SPECIALIST RATINGS.** Specialist ratings have been eliminated, and have been replaced by the authorization of technician grades. This part, therefore, no longer will be filled in.

## SECTION XV

ORGANIZATIONS  
TO WHICH ATTACHED

[illegible]

**34. GENERAL.** In this section, a record will be kept of the organizations to which an enlisted man is attached during his period of service. A man may

be attached to an organization while awaiting an assignment or while en route to the organization to which he has been or is to be assigned. He will be considered attached unassigned when he is not included in the strength of any other organization and is not assigned to any unit. He will be considered as attached to another organization (other than the one to which he is permanently assigned) when he is placed on duty elsewhere but remains as an assigned member to his permanent organization. When a man is placed on detached service, that is, attached to an organization away from his own organization, an entry will be made in this section. The section will be filled in by the personnel officer from entries in the Morning Report and from Special Orders. No entry will be made in the section at the reception center during the routine processing of an enlisted man.

ORGANIZATIONS TO WHICH ATTACHED		
Organization	From	To
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">           Bty A 7d CA            1959th SV            150th Ord Co         </div>		

**35. DETAILS OF ENTRIES.** a. **Organization.** Enter the name of the organization to which attached.

ORGANIZATIONS TO WHICH ATTACHED		
Organization	From	To
Btry A 3d CA	12 Jul 42	29 Jul 43
1439th Hq SU	30 Jul 43	15 Oct 43
150th Ord Co	12 Feb 44	6 Mar 44

b. "From" and "To." Enter the inclusive dates.

## SECTION XVI

ORIGINAL ASSIGNMENT  
AND ORGANIZATIONS TO WHICH  
SUBSEQUENTLY ASSIGNED  
DURING THIS ENLISTMENT PERIOD

[illegible]

ORIGINAL ASSIGNMENT AND ORGANIZATIONS TO WHICH SUBSEQUENTLY ASSIGNED DURING THIS ENLISTMENT PERIOD		
Assigned to company, regiment, arm, or service	Station	Date
38th Inf.		
C. A. 38th Inf.		
C. M. 24th Inf.		
51st MAW		

Assigned to company, regiment, unit, or service	Station	Date
38th Inf	Ft Douglas, Utah	
C.A. 38th Inf	Ft Douglas, Utah	
C.M. 38th Inf	Ft Douglas, Utah	
31st MHN	Ft Washington, Md	

ORIGINAL ASSIGNMENT AND ORGANIZATIONS TO WHICH SUBSEQUENTLY ASSIGNED DURING THIS ENLISTMENT PERIOD		
Assigned to company, regiment, arm, or service	Station	Date
38th Inf	Ft Douglas, Utah	30 Jun 47
Sec 38th Inf	Ft Douglas, Utah	3 Jul 47
Co M 38th Inf	Ft Douglas, Utah	15 Jul 47
1st ARW	Ft Washington, Md	30 Jul 47

[illegible]



SECTION XVII  
FURLOUGHS  
(Reference: AR 615-275)

here will be the day the soldier is due to depart and the day preceding that on which he is due to report for duty.

From 1 Jul 44 to 15 Jul 44  
Authority PAR 3, AR 415-175  
Extended \_\_\_\_\_ per \_\_\_\_\_  
(Number of days)

b. Authority. Enter authority for the furlough.

[illegible]

**38. GENERAL.** All time to be charged against an enlisted man's furlough time will be entered. Furloughs are granted by commanders designated in AR 615-275. Delays granted to enlisted men traveling under orders will also be entered under this heading. Passes and the time spent off duty while on pass will not be entered. The personnel officer will make the entries from information obtained from the Morning Report, Furlough Certificate or Special Orders. If the space under this heading is not sufficient, WD, AGO Form No. 24-5 (Insert to Service Record) may be used.

From 1 Jul 44 to 15 Jul 44  
Authn. Div 2 AR 614 275  
Extended 1.5 days per Ltr. Ho. 117th Inf. 13 Jul 44  
(Number of days)  
Remarks

**c. Extended.** If furlough is extended, enter the number of days it is extended and the authority for the extension.

From 1 Jul 44 to 15 Jul 44  
 Airway Par 2 08 015 375  
 Forwarded 5 days per Ltr HQ with Inf 13 Jul 44  
 Received 21 Jul 44

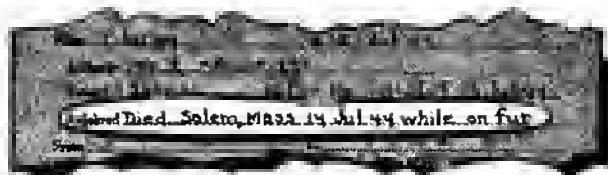
d. Rejoined. Unless a furlough is extended, the enlisted man must return to his organization during the 24-hour period following the expiration date. The date of actual return will be entered.

6  
1 Jul 44 15 Jul 44  
(Number of days)

39. DETAILS OF ENTRIES. a. "From" and "To." Enter the inclusive dates of the furlough. In computing furlough time, the date of departure is a day of absence from duty, and the date of return is a day of duty. Hence, the inclusive dates entered

Pres. 1. Jul 44      16. 15 Jul 44  
 Author. Por 2. AM 645-275  
 Extended 3 days      17. 16 17th Inf 15 Jul 44  
 Rejoined 25 Jul 44 - AWOL after fur. 4 days

(1) If the man does not report from furlough at the proper time, the date on which he rejoins will be entered followed by the notation "AWOL after furlough.....days."



(2) If the man dies while on furlough, the entry will be as follows: "Died..... (place and date) while on furlough."

FOREIGN SERVICE  
 European Theater *AKH*  
 From New York PE on 10 Aug 1944

b. "From" and "on." Enter the name of the place of departure and the date.

FOREIGN SERVICE  
 Left United States for duty in European Theater *AKH*  
 Arrived at New York PE on 10 Aug 1944  
 Arrived at Liverpool, England on 1 Sep 1944

c. "Arrived at" and "on." Enter the name of the place of arrival in the foreign theater and the date of arrival.

Left Liverpool, England for the United States on 1 Sep 1944

d. "Left" and "for the United States on." (1) Enter the name of the place of departure and the date on which the man left to return to the United States.

Pacific Theater  
 Left Liverpool, England for the United States on 1 Sep 1944

(2) If being sent to some other theater, delete "the United States" and insert name of theater.

Arrived at  
 Arrived at New York PE on 21 Sep 1944

Arrived at  
 Left England Pacific Theater  
 Arrived at Sydney, Australia on 21 Sep 1944  
 Left United States for duty in Pacific Theater

e. "Arrived at" and "on." Enter the name of the place of arrival and the date.

## SECTION XIX

## MEDALS, DECORATIONS, AND CITATIONS

(Reference: AR 600-45)

will be filled in by the personnel officer with data secured from General Orders.

MEDALS, DECORATIONS, AND CITATIONS	
Name of decoration	Authority and date
Good Conduct Medal	
Soldier's Medal	
Legion of Merit	

43. DETAILS OF ENTRIES. a. Name of decoration. Enter the official title of the award.

MEDALS, DECORATIONS, AND CITATIONS	
Name of decoration	Authority and date
Good Conduct Medal	GO 4, HQ 11th Inf 12 Aug 44
Soldier's Medal	GO 23, WD, 13 Aug 44
Legion of Merit	GO 179, WD, 3 Oct 44

b. Authority and date. Authority for the award and the date will be entered. The date used here applies to "authority quoted" and not to the date of presentation. The actual date and place of presentation will be entered under "Remarks—Administrative."

MEDALS, DECORATIONS, AND CITATIONS	
Name of decoration	Authority and date
Good Conduct Medal	
Soldier's Medal	
Legion of Merit	

42. GENERAL. Under this heading will be shown the following decorations: Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, Legion of Merit, Silver Star, Distinguished Flying Cross, Soldier's Medal, Bronze Star Medal, Air Medal, Purple Heart, Medal for Merit, Oak Leaf Cluster, Good Conduct Medal, and Clasps. In addition to the above, the following awards will be recorded: Distinguished Unit Badge, Presidential Unit Citation, Combat Infantryman Badge, Expert Infantryman Badge, foreign decorations, and such other medals as are authorized for campaigns or battles and engagements, including those authorized for World War I and service prior to the present war. Where award received authorizes additional pay, the effective date for pay purposes will be entered under "Remarks—Financial." See AR 35-1500 and paragraph 18, TM 14-502, relating to effective date of payment for awards. This section

6 FURLOUGHS		
Date of departure (first day of furlough).	From ..... to ..... Authority ..... Extended ..... per ..... Rejoined ..... <small>(Number of days)</small>	Last day of furlough (due to return for duty following day).
Information for entry shown on Furlough Certificate or Travel Order.	From ..... to ..... Authority ..... Extended ..... per ..... Rejoined ..... <small>(Number of days)</small>	Show reason for not rejoining in all cases of failure to return from furlough.
	From ..... to ..... Authority ..... Extended ..... per ..... Rejoined ..... <small>(Number of days)</small>	
	From ..... to ..... Authority ..... Extended ..... per ..... Rejoined ..... <small>(Number of days)</small>	
	From ..... to ..... Authority ..... Extended ..... per ..... Rejoined ..... <small>(Number of days)</small>	
FOREIGN SERVICE		
Left United States for duty in ..... From ..... on ..... 19... Arrived at ..... on ..... 19... Left ..... for the United States on ..... 19... Arrived at ..... on ..... 19...		
Left United States for duty in ..... From ..... on ..... 19... Arrived at ..... on ..... 19... Left ..... for the United States on ..... 19... Arrived at ..... on ..... 19...		
MEDALS, DECORATIONS, AND CITATIONS		
Name of decoration ..... ..... ..... .....	Authority and date ..... ..... ..... .....	
10-25202-1		



(c) Absent without proper authority or in desertion.

From	To	Days
12 Aug 44	14 Aug 44 incl	3 days

(4) When a man fails to return from furlough on the proper date and failure to return has not been excused or authorized, enter under "From" the date following the last day of the furlough. *Example:* Furlough is granted for 10 days, 2 Aug 1944 to 11 Aug 1944. The soldier returned 15 Aug 1944 and failure to return at expiration of furlough was not excused or authorized.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days
25 Aug 44	9 Sep 44 incl	15 days

(b) The date on which the confinement expired, either through expiration of sentence or remission of a portion thereof, will be entered when an enlisted man is returned to a full-duty status. *Example:* Absent without leave 20 July 1944. Returned to military control 17 Aug 1944. Placed in confinement 25 Aug 1944. Released from confinement 9 Sep 1944.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days
9 Jul 44	5 Aug 44 incl	28 days

b. Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction. Under this heading will be entered "time actually in confinement" for more than one day under sentence or while awaiting trial and disposition of case, if the trial results in conviction.

(1) *Example:* Absent without leave 2 July 1944. Returned to military control 9 July 1944, confined same date. Sentenced to confinement for 30 days. Released from confinement 6 Aug 1944.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days
12 Jul 44	Pencil entry	

(3) *When awaiting trial.* (a) When an enlisted man is placed in confinement awaiting trial, a notation will be made in pencil.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days
12 Jul 44	Ink entry	

(b) When the result of trial is known and the enlisted man is convicted, an entry in ink showing date on which confinement began will be made.

(c) The entry will be completed when confinement expires.

(d) If the enlisted man is acquitted, the pencil notation will be erased.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days
25 Aug 44	Pencil entry	

(2) Tried while in arrest or tried without being placed in arrest or in confinement.

(a) When an enlisted man has been tried while in arrest or tried without being placed in arrest or in confinement and sentenced to be confined for more than 1 day, an entry will be made in pencil showing the date on which the confinement began under the sentence. *Example:* Absent without leave 20 July 1944. Returned to military control 17 Aug 1944. Placed in confinement 25 Aug 1944.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days
2 Aug 44	18 Aug 44 incl	9 days
See remarks administrative		

(4) *Absent in the hands of civil authorities.*

(a) When an enlisted man is confined by the civil authorities and convicted, the inclusive dates





**7**

**ABSENCE PRIOR TO THE NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT**  
ABSENCE WITHOUT PROPER AUTHORITY OR IN DESERTION.

**OR REPT.**

Enter first day of absence. No entries made if absence is less than 24 hours.

Date to be entered here is the day immediately preceding day of return to military control.

From	To

Include confinement by civil authorities.

Pencil entry attd when soldier is in confinement awaiting trial or result of trial.

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

From	To	Days

Obtain data for entries from Morning Report and Daily Sick Report.

**ABSENCE SUBSEQUENT TO THE NORMAL DATE OF EXPIRATION OF TERM OF ENLISTMENT**  
(a) ABSENCE WITHOUT PROPER AUTHORITY OR IN DESERTION.

From	To	Days

(b) Time actually in confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

From	To	Days

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

From	To	Days

No entries required.



Sum C.M. 61 A.W. 3 Jul 44 AWOL fr  
3 Jul 44 to 9 Jul 44 (Date of offense) (Synopsis)  
of specifications)

Sentence announced and adjudged 15 Jul 44  
Sentence as approved Conf at hard labor for 15 days  
Approved 16 Jul 44

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per  
Released from confinement 19

(Name, grade, and organization)

d. Approved. Enter on this line the date the sentence actually was approved.

Sum C.M. 61 A.W. 3 Jul 44 AWOL fr  
3 Jul 44 to 9 Jul 44 (Date of offense) (Synopsis)  
of specifications)

Sentence announced and adjudged 15 Jul 44  
Sentence as approved Conf at hard labor for 15 days  
Approved 16 Jul 44

I certify the above is correct.

J. R. Brown Captain 117th Inf

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per  
Released from confinement 19

(Name, grade, and organization)

e. I certify the above is correct. In this space the personnel officer will sign his name, and show his grade and organization.

Sum C.M. 61 A.W. 3 Jul 44 AWOL fr  
3 Jul 44 to 9 Jul 44 (Date of offense) (Synopsis)  
of specifications)

Sentence announced and adjudged 15 Jul 44  
Sentence as approved Conf at hard labor for 15 days  
Approved 16 Jul 44

I certify the above is correct.

J. R. Brown Captain 117th Inf

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per 50 101 Hq  
Released from confinement 117th Inf 20 Jul 44

(Name, grade, and organization)

f. Unexecuted portion of confinement and forfeiture remitted per. When any portion of a sentence involving forfeitures of pay is remitted, suspended, or voided, a copy of the communication or order au-

thorizing the action will be forwarded to the personnel officer. He will extract from it the order number, the source, and the date, and enter the information in this space.

Sum C.M. 61 A.W. 3 Jul 44 AWOL fr  
3 Jul 44 to 9 Jul 44 (Date of offense) (Synopsis)  
of specifications)

Sentence announced and adjudged 15 Jul 44  
Sentence as approved Conf at hard labor for 15 days  
Approved 16 Jul 44

I certify the above is correct.

Captain 117th Inf

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per  
Released from confinement 20 Jul 44

(Name, grade, and organization)

g. Released from confinement. Here will be entered the actual date the enlisted man is released from confinement, and the authority for the release.

Sum C.M. 61 A.W. 3 Jul 44 AWOL fr  
3 Jul 44 to 9 Jul 44 (Date of offense) (Synopsis)  
of specifications)

Sentence announced and adjudged 15 Jul 44  
Sentence as approved Conf at hard labor 15 days  
Approved 16 Jul 44

I certify the above is correct.

J. R. Brown Captain 117th Inf

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per 50 101 Hq  
Released from confinement 117th Inf 20 Jul 44

(Name, grade, and organization)

h. Name, grade, and organization. In this space the personnel officer will sign his name, and show his grade and organization.

Enter only those trials which result in conviction.

# 8 RECORD OF TRIALS BY COURTS MARTIAL

C. M. (No.) A. W. (Date of offense) 19 (Synopsis of specifications)

Sentence announced and adjudged 19

Sentence as approved 19

Approved 19

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per

Released from confinement 19

(Name, grade, and organization)

Enter the number of each Article of War under which tried.

C. M. (No.) A. W. (Date of offense) 19 (Synopsis of specifications)

Sentence announced and adjudged 19

Sentence as approved 19

Approved 19

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per

Released from confinement 19

(Name, grade, and organization)

Enter kind of Court Martial by which tried, i.e., Sum CM, S CM, or G CM.

C. M. (No.) A. W. (Date of offense) 19 (Synopsis of specifications)

Sentence announced and adjudged 19

Sentence as approved 19

Approved 19

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per

Released from confinement 19

(Name, grade, and organization)

C. M. (No.) A. W. (Date of offense) 19 (Synopsis of specifications)

Sentence announced and adjudged 19

Sentence as approved 19

Approved 19

I certify the above is correct.

(Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per

Released from confinement 19

(Name, grade, and organization)

16-26550-1

Obtain data from Charge Sheet (for Sum CM) and from Special & General CM Orders.

If sentenced to confinement, actual date of release must be shown.

Signature of personnel officer is required.

## SECTION XXIII

## ALLOTMENTS

## AND FAMILY ALLOWANCES

(References: AR 35-5520 and AR 35-5540)

9

C. No. \_\_\_\_\_ A. No. \_\_\_\_\_

of allotment \_\_\_\_\_

Payable commencing and expiring \_\_\_\_\_

Balance as agreed \_\_\_\_\_

Specify the above amounts \_\_\_\_\_

Amount of portion of allotment and balance retained per \_\_\_\_\_

Retained from allotment \_\_\_\_\_

Specify amount and expiration \_\_\_\_\_

C. No. \_\_\_\_\_ A. No. \_\_\_\_\_

of allotment \_\_\_\_\_

Payable commencing and expiring \_\_\_\_\_

Balance as agreed \_\_\_\_\_

Specify the above amounts \_\_\_\_\_

Amount of portion of allotment and balance retained per \_\_\_\_\_

Retained from allotment \_\_\_\_\_

Specify amount and expiration \_\_\_\_\_

C. No. \_\_\_\_\_ A. No. \_\_\_\_\_

of allotment \_\_\_\_\_

Payable commencing and expiring \_\_\_\_\_

Balance as agreed \_\_\_\_\_

Specify the above amounts \_\_\_\_\_

Amount of portion of allotment and balance retained per \_\_\_\_\_

Retained from allotment \_\_\_\_\_

Specify amount and expiration \_\_\_\_\_

**CLASS E ALLOTMENTS**

Class E allotments of pay authorized as follows:

\$ \_\_\_\_\_ per month for \_\_\_\_\_ months, commencing \_\_\_\_\_ 19\_\_\_\_

and expiring \_\_\_\_\_ 19\_\_\_\_, in favor of \_\_\_\_\_

for the purpose of \_\_\_\_\_

Discontinued \_\_\_\_\_ 19\_\_\_\_, reason \_\_\_\_\_

W. D., A. C. O. Form No. 20, mailed to Finance Officer, U. S. Army, Washington, D. C., \_\_\_\_\_ 19\_\_\_\_, by \_\_\_\_\_ (Name and grade of forwarding officer)

Acknowledgment of discontinuance received \_\_\_\_\_ 19\_\_\_\_

49. ALLOTMENTS. Enlisted men are authorized to make allotments from their pay wherever serving. All entries for allotments, except premiums for Government Life Insurance, will be entered in the spaces under the heading "Class E Allotments" on pages 9 and 10 of the Service Record. The heading in the space will be altered to agree with the type of allotment, i.e., "Class B." When the space under Class E Allotments is insufficient, additional entries will be made by the use of inserts. Applications for allotments are prepared by the personnel officer on WD, AGO Form No. 29 (Authorization for Allotment of Pay) with the exception of Class B Allotments, in which case WD, AGO Form 29-6 (Authorization for Class B Allotment for Purchase of War Savings Bonds) will be used. The original copy of WD, AGO Form No. 29-6 will be filed in the Service Record and the duplicate furnished the allotter. All information pertinent to a Class E Allotment, such as the allottee's full name, the amount, effective date and the purpose of the allotment, should be entered prior to the transmission of the allotment forms to the disbursing officer. This will insure that the entry is

made completely and correctly. The proper notation will then be made on the original Form No. 29 that the entry has been made in the Service Record. (See sec. XXVIII.)

**CLASS E ALLOTMENTS**

Class E allotments of pay authorized as follows:

\$ \_\_\_\_\_ per month for \_\_\_\_\_ months, commencing \_\_\_\_\_ 19\_\_\_\_

and expiring \_\_\_\_\_ 19\_\_\_\_, in favor of \_\_\_\_\_

for the purpose of \_\_\_\_\_

Discontinued \_\_\_\_\_ 19\_\_\_\_, reason \_\_\_\_\_

W. D., A. C. O. Form No. 20, mailed to Finance Officer, U. S. Army, Washington, D. C., \_\_\_\_\_ 19\_\_\_\_, by \_\_\_\_\_ (Name and grade of forwarding officer)

Acknowledgment of discontinuance received \_\_\_\_\_ 19\_\_\_\_

50. DETAILS OF ENTRIES (ALLOTMENTS). a. Heading. Change heading to reflect type of allotment (necessary if allotment is "Class B").

Class E allotments of pay authorized as follows:

**Indefinite**

\$ 12.00 per month for \_\_\_\_\_ months, commencing \_\_\_\_\_ 19\_\_\_\_

and expiring \_\_\_\_\_ 19\_\_\_\_, in favor of \_\_\_\_\_

b. \$ \_\_\_\_\_ per month for \_\_\_\_\_ months. Enter amount in first space. Since allotments may be executed only for indefinite periods, the word "indefinite" should be entered after word "for."

Class E allotments of pay authorized as follows:

**Indefinite**

\$ 10.00 per month for \_\_\_\_\_ months, commencing \_\_\_\_\_ 15 Sep \_\_\_\_\_ 1944

and expiring \_\_\_\_\_ 19\_\_\_\_, in favor of \_\_\_\_\_

c. Commencing \_\_\_\_\_ In the space opposite this heading enter the date the allotment is to become effective, such date being the first day of the month in which deduction is to be made.

Class E allotments of pay authorized as follows:

\$ 10.00 per month for \_\_\_\_\_ months, commencing \_\_\_\_\_ 15 Sep \_\_\_\_\_ 1944

and expiring **Indefinite** \_\_\_\_\_ 19\_\_\_\_, in favor of \_\_\_\_\_

for the purpose of \_\_\_\_\_

d. And expiring \_\_\_\_\_ As allotments are for indefinite periods only, the word "Indefinite" will be entered in this space.

\$16.00 per month for A. indefinite months, commencing 1 Sep 1944  
 and expiring indefinite 19, in favor of Doreen A.  
 Whitney for the purpose of

e. In favor of..... Enter the name of the person or institution to whom the allotment is payable exactly as it appears on the WD, AGO Form No. 29. No entry required for Class B Allotment.

\$16.00 per month for A. indefinite months, commencing 1 Sep 1944  
 and expiring indefinite 19, in favor of Doreen A.  
 Whitney for the purpose of Partial support

f. For the purpose of..... In the space opposite this heading enter the purpose of the allotment, i.e., for support of dependents, savings account, purchase of War Bonds, etc.

Whitney for the purpose of Partial support  
 Discontinued 30 Nov 1944 reason  
 W. D. A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington.

g. Discontinued..... When an allotment is discontinued the date of discontinuance will be entered in this space. The date will always be the last day of the month in which termination is desired and for which the last deduction will be taken. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

Whitney for the purpose of Partial support  
 Discontinued 30 Nov 1944 reason request of allottee

h. Reason..... In the space opposite this heading enter the reason for discontinuance of the allotment. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

Discontinued 30 Nov 1944 reason request of allottee  
 W. D. A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington.  
 D.C. 10 Nov 1944 by (Name and grade of forwarding officer)

i. WD, AGO Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C. When appropriate draw a line through "mailed to Finance Officer, U. S. Army, Washington, D. C." and insert name of place to which sent, followed by the date discontinuance form was mailed to the appropriate disbursing officer as given in AR 35-5520. No entry required for Class B Allotment. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

W. D. A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington.  
 D.C. 10 Nov 1944 by C. R. KEOGH, MAJOR  
 (Name and grade of forwarding officer)  
 Acknowledgment of discontinuance received 19

j. By..... Enter the name and grade of the officer certifying to the fact that notification of discontinuance was forwarded. No entry required for Class B Allotment. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

D.C. 19 by (Name and grade of forwarding officer)  
 Acknowledgment of discontinuance received 19

k. Acknowledgement of discontinuance received 19..... No date will be entered. Discontinuances are no longer acknowledged except in cases where the Office of Dependency Benefits is not able to discontinue the allotment because of delay of receipt of the request for discontinuance.

51. FAMILY ALLOWANCES (CLASS F DEDUCTIONS). a. General. Under the Servicemen's Dependents Allowance Act, allowances are provided for certain relatives and dependents of enlisted men. These allowances, known as family allowances and designated Class F Deductions, are made up of money deducted from the enlisted man's pay

and money contributed by the government. Because Class F Deductions are entered in the Service Record under the heading of Class E Allotments on pages 9 and 10, they often are erroneously referred to as allotments. Applications will be made on WD, AGO Form No. 625 (Application for Dependency Benefits) from which the data to be entered in the Service Record will be extracted. The second page copy of the form will be filed with the Service Record.

**b. Initial family allowance.** An initial family allowance is paid for the month in which an enlisted man enters a pay status on active military service, provided application is filed within 15 days after his entry into the service. No deductions are made from the pay of an enlisted man as a contribution to the initial allowance. The amount of initial allowance will be the same as regular subsequent monthly allowances regardless of the day of the month an enlisted man enters the service. When an initial family allowance is paid, an entry to that effect will be made in the Service Record under "Remarks—Financial," page 13.

**c. Effective date.** A family allowance begins to accrue on the first day of the month following the month for which initial family allowance was paid. If no initial family allowance was paid, the effective date may be the first day of the month application was made.

**d. Amount.** The amount deducted from an enlisted man's pay for either Class A, B, or B-1 dependents alone is \$22.00 monthly, regardless of the number of dependents in each class. If the enlisted man has both classes of dependents, that is, Class A and either Class B or Class B-1, \$27.00 is deducted from his pay each month.

**e. Changes.** It is the joint responsibility of the personnel officer and the enlisted man, or the person to whom a family allowance is paid, to submit facts of any changes in the status of an enlisted man or his dependents which affects his eligibility for family allowances or any change in his status which would increase or decrease the amount payable. Changes may be submitted by letter to the Office of Dependency Benefits, Newark, New Jersey, but it is preferred that WD, AGO Form No. 641 (Report of Change of Status and Address) be used for that purpose. All changes will be entered in the Service Record in the appropriate spaces (AR 35-5540).

**f. Discontinuance.** The effective date of discontinuance is the last day of the month in which the change of status occurred.

## 52. DETAILS OF ENTRIES (CLASS F DEDUCTIONS).

**a. Heading.** Change (or insert) heading to read "Class F Deduction."

**b. \$ per month.** Enter amount of the family allowance deduction.

**c. For months.** No entry required.

**d. Commencing.** The first day of the month in which monthly family allowance is effective will be entered.

**e. And expiring.** No entry required.

and expires 19 in favor of Mrs. A.B. Hill,  
 Mother for the purpose of

f. In favor of..... Enter to whom family allowance is payable exactly as it appears on WD, AGO Form No. 625.

W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C. 19 by (Name and grade of forwarding officer)  
 Acknowledgment of discontinuance received 19

k. By..... No entry required.

and expires 19 in favor of Mrs. A.B. Hill,  
 Mother for the purpose of

g. For the purpose of..... No entry required.

W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C. 19 by (Name and grade of forwarding officer)  
 Acknowledgment of discontinuance received 19

l. Acknowledgement of discontinuance received..... No entry required.

Discontinued 30 Sep 1944 reason  
 W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C.

h. Discontinued..... In this space enter the last day of the month in which family allowance is payable. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

Discontinued 30 Sep 1944 reason Death of dependent  
 W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C.

i. Reason..... In this space enter the change of status of the enlisted man or his dependents which terminates entitlement to family allowances (see AR 35-5540). Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C. 19 by (Name and grade of forwarding officer)

j. WD, AGO Form No. 30, mailed to Finance Officer, U. S. Army, Washington, D. C. No entry required.



9

----- C. M. ----- A. W. ----- 19-----  
 (No.) (Date of offense) (Synopsis)

-----  
 (Name, grade, and organization)

Sentence announced and adjudged -----, 19-----

Sentence as approved -----

Approved -----, 19-----

I certify the above is correct.

-----  
 (Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per -----

Released from confinement -----, 19-----

-----  
 (Name, grade, and organization)

----- C. M. ----- A. W. ----- 19-----  
 (No.) (Date of offense) (Synopsis)

-----  
 (Name, grade, and organization)

Sentence announced and adjudged -----, 19-----

Sentence as approved -----

Approved -----, 19-----

I certify the above is correct.

-----  
 (Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per -----

Released from confinement -----, 19-----

-----  
 (Name, grade, and organization)

----- C. M. ----- A. W. ----- 19-----  
 (No.) (Date of offense) (Synopsis)

-----  
 (Name, grade, and organization)

Sentence announced and adjudged -----, 19-----

Sentence as approved -----

Approved -----, 19-----

I certify the above is correct.

-----  
 (Name, grade, and organization)

Unexecuted portion of confinement and forfeiture remitted per -----

Released from confinement -----, 19-----

-----  
 (Name, grade, and organization)

**CLASS E ALLOTMENTS**

Class E allotments of pay authorized as follows:

\$----- per month for ----- months, commencing -----  
 and expiring -----, 19-----, in favor of -----  
 for the purpose of -----

Discontinued -----, 19-----, reason -----  
 W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington,  
 D. C., -----, 19-----, by -----  
 (Name and grade of forwarding officer)

Acknowledgment of discontinuance received -----, 19-----

If allotment is for purchase of War Savings Bonds change this heading to read "Class B Allotment."

No entries required if W.D., A.G.O. Form No. 30-S prepared and attached to Service Record.

Always the first day of month in which deduction on payroll is to be made.

If W.D., A.G.O. Form No. 30 is prepared change this line to show location of disbursing officer to whom sent.

## SECTION XXIV

## GOVERNMENT INSURANCE

(References: AR 600-100 and AR 600-110)

Form for Government Insurance, showing fields for name, rank, service number, and insurance details.

**53. GENERAL.** a. **Types of insurance.** There are two types of Government Life Insurance, United States Government Life Insurance and National Service Life Insurance.

(1) United States Government Life Insurance is now available only to veterans of World War I under certain conditions outlined in AR 600-100.

(2) National Service Life Insurance is available to all members of the armed services under the terms and provisions of the National Service Life Insurance Act of 1940, as amended (see AR 600-110).

b. **Payment of premiums.** When premiums for Government Insurance are to be paid by allotment of pay, entry will be made on the Service Record of the class, amount, and effective date of the allotment as shown in the authorization of allotment form executed in accordance with AR 35-5520.

c. **Discontinuance, reduction or increase in allotment for payment of premiums.** Whenever an allotment of pay for insurance premiums is discontinued, reduced or increased, entry will be made on the Service Record of the class, amount, effective date, and reason for the change involved in accordance with AR 35-5520.

d. **Involuntary discontinuance of allotment.** Whenever allotments for life insurance have been involuntarily discontinued (AWOL, or under conditions stated in AR 35-5520), the insured will be informed

as soon as possible of such discontinuance. He will have explained to him the procedure necessary to reestablish the allotment and if necessary to reinstate the insurance. If he does not desire to reestablish the allotment and/or to reinstate the insurance, an entry will be made under "Remarks—Financial" of the Service Record, dated and signed by the individual (see sec. XXVIII).

e. **When no insurance is desired.** Enlisted men not desiring life insurance are required to sign the statement "No insurance desired" which will be written or stamped in RED INK diagonally across the first vacant space under the heading "Government Insurance." The soldier's signature will be followed by the date the statement was signed and the entry will be initialed by the custodian of the Service Record.

f. **Ports of embarkation.** At Ports of embarkation the same procedure as outlined in e above will be repeated for all enlisted personnel going overseas without Government Insurance.

Stamp for National Service Life Insurance Government Insurance, showing fields for name, rank, service number, and insurance details.

**54. DETAILS OF ENTRIES.** a. **Heading.** (1) Whenever the allotment made is for National Service Life Insurance, the words "Government Insurance" will be lined out and the words "National Service Life Insurance" inserted above the lined out words.

Stamp for Government Insurance, showing fields for name, rank, service number, and insurance details.

(2) The word "Deduction" in the first line of the item, "Deduction of pay for Government insurance authorized as follows," will be lined out and the word "Allotment" substituted therefor.

Stamp for Government Insurance, showing fields for name, rank, service number, and insurance details.

b. **Class D insurance deduction of \$.....** Whenever the allotment is for National Service

Life Insurance, the letter "N" will be substituted for the letter "D" and the word "Allotment" substituted for the word "Deduction." Enter the amount of allotment to be deducted per month from the enlisted man's pay,

Deduction of pay for Government insurance authorized on 10/1/44  
Class B insurance deduction of \$..... per month for indefinite months  
commencing ..... 19..... and expiring ..... 19.....

c. Per month for..... months. Enter the word "Indefinite."

Class B insurance deduction of \$..... per month for ..... months  
commencing 1 Jul ..... 1944 and expiring ..... 19.....  
for payment of monthly premium on \$..... Discontinued ..... 19.....

d. Commencing....., 19..... Enter date of commencement of the allotment.

Class D insurance deduction of \$..... per month  
commencing ..... 19..... and expiring indefinite, 19.....  
for payment of monthly premium on \$..... Discontinued ..... 19.....

e. And expiring....., 19..... Enter the word "Indefinite."

..... 19..... and expiring ..... 19.....  
for payment of monthly premium on \$10.00 a.o. Discontinued ..... 19.....  
reason ..... W. D. A. G. O. Form No. 30, mailed to .....

f. For payment of monthly premium on \$..... Enter amount of the insurance applied for.

commencing ..... 19..... and expiring ..... 19.....  
for payment of monthly premium on \$..... Discontinued 30 Sep., 1944  
reason ..... W. D. A. G. O. Form No. 30, mailed to .....

g. Discontinued....., 19..... Enter date of discontinuance of the allotment. Whenever

a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

for payment of monthly premium on \$..... Discontinued ..... 19.....  
reason request of allotment ..... W. D. A. G. O. Form No. 30, mailed to .....  
Veterans' Administration, Washington, D. C., on ..... 19.....

h. Reason..... Enter the reason for the discontinuance of the allotment. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

for payment of monthly premium on \$..... Discontinued ..... 19.....  
W. D. A. G. O. Form No. 30, sent to .....  
Disbursing Officer, Ft. Myer, Va. .....  
Veterans' Administration, Washington, D. C., on 10 Sep., 1944  
by .....  
(Name and grade of forwarding officer)

i. WD, AGO Form No. 30, mailed to Veterans' Administration, Washington, D. C., on....., 19..... Draw a line through "mailed to Veterans' Administration, Washington, D. C." and substitute the words "Sent to ....." Insert name of place to which SENT and enter the date Form No. 30 was forwarded. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record, no entry is required.

Veterans' Administration, Washington, D. C., on ..... 19.....  
by C. B. KEASH, Major  
(Name and grade of forwarding officer)

j. By..... Enter the name and grade of the officer certifying to the fact that discontinuance was forwarded. Whenever a WD, AGO Form No. 30-S (Allotment Discontinuance Notice at Time of Separation) is prepared and securely attached to the Service Record no entry is required.

10

\$..... per month for ..... months, commencing ..... 19....  
 and expiring ..... 19.... in favor of .....  
 for the purpose of .....  
 Discontinued ..... 19.... reason .....  
 W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington,  
 D. C., ..... 19.... by .....  
 (Name and grade of forwarding officer)  
 Acknowledgment of discontinuance received ..... 19....

\$..... per month for ..... months, commencing ..... 19....  
 and expiring ..... 19.... in favor of .....  
 for the purpose of .....  
 Discontinued ..... 19.... reason .....  
 W. D., A. G. O. Form No. 30, mailed to Finance Officer, U. S. Army, Washington,  
 D. C., ..... 19.... by .....  
 (Name and grade of forwarding officer)  
 Acknowledgment of discontinuance received ..... 19....

Change heading for allotments  
 covering National Service Life  
 Insurance.

## GOVERNMENT INSURANCE

Deduction of pay for Government insurance authorized as follows:

Class D insurance deduction of \$..... per month for ..... months,  
 commencing ..... 19.... and expiring ..... 19....  
 for payment of monthly premium on \$..... Discontinued ..... 19....  
 reason ..... W. D., A. G. O. Form No. 30, mailed to  
 Veterans' Administration, Washington, D. C., on ..... 19....  
 by .....  
 (Name and grade of forwarding officer)

An entry in red ink is required  
 if no insurance is desired.

Secure data from information  
 contained on W.D., A.G.O.  
 Form No. 29.

Deduction of pay for Government insurance authorized as follows:

Class D insurance deduction of \$..... per month for ..... months,  
 commencing ..... 19.... and expiring ..... 19....  
 for payment of monthly premium on \$..... Discontinued ..... 19....  
 reason ..... W. D., A. G. O. Form No. 30, mailed to  
 Veterans' Administration, Washington, D. C., on ..... 19....  
 by .....  
 (Name and grade of forwarding officer)

No entries required if W.D.,  
 A.G.O. Form No. 30-S is pre-  
 pared and securely attached  
 to S/R.

Deduction of pay for Government insurance authorized as follows:

Class D insurance deduction of \$..... per month for ..... months,  
 commencing ..... 19.... and expiring ..... 19....  
 for payment of monthly premium on \$..... Discontinued ..... 19....  
 reason ..... W. D., A. G. O. Form No. 30, mailed to  
 Veterans' Administration, Washington, D. C., on ..... 19....  
 by .....  
 (Name and grade of forwarding officer) 16-25250-1

## SECTION XXV

## DEPOSITS

(References: AR 35-2600 and AR 345-75)

II DEPOSITS				
Date	Amount	Total amount	Name and grade of finance officer accepting deposit	Initials
Dol.	Cts.	Dol.	Cts.	
31 Jul 44	10 00	10 00	J.B. Brown, Capt FD	FD
31 Aug 44	15 00	25 00	J.B. Brown, Capt FD	FD
Total amount due the enlisted man to date				
25 00				

Date	Amount	Total amount	Name and grade of finance officer accepting deposit	Initials
Dol.	Cts.	Dol.	Cts.	
31 Jul 44	10 00	10 00	J.B. Brown, Capt FD	FD
31 Aug 44	15 00	25 00	J.B. Brown, Capt FD	FD
Total amount due the enlisted man to date				
25 00				

(2) Amount. Enter the amount deposited.

Date	Amount	Total amount	Name and grade of finance officer accepting deposit	Initials
Dol.	Cts.	Dol.	Cts.	
31 Jul 44	10 00	10 00	J.B. Brown, Capt FD	FD
31 Aug 44	15 00	25 00	J.B. Brown, Capt FD	FD
Total amount due the enlisted man to date				
25 00				

(3) Total amount. Enter in figures the total of all balances due the enlisted man to date.

Date	Amount	Total amount	Name and grade of finance officer accepting deposit	Initials
Dol.	Cts.	Dol.	Cts.	
31 Jul 44	10 00	10 00	J.B. Brown, Capt FD	FD
31 Aug 44	15 00	25 00	J.B. Brown, Capt FD	FD
Total amount due the enlisted man to date				
25 00				

(4) ..... and ..... /100 Dollars.  
The amount of an individual deposit will be written out in words.

55. GENERAL. a. Amount. During his current term of service an enlisted man, if he so desires, may deposit sums of money of not less than \$5.00 in full dollar amounts, at any one time. Authorized withdrawals must be made in the full amount of one or more specific deposits.

b. How processed. Deposits and withdrawals are processed in accordance with the provisions of AR 35-2600 and entries are made in the Service Record by the enlisted man's personnel officer.

Date	Amount	Total amount	Name and grade of finance officer accepting deposit	Initials
Dol.	Cts.	Dol.	Cts.	
31 Jul 44	10 00	10 00	J.B. Brown, Capt FD	FD
31 Aug 44	15 00	25 00	J.B. Brown, Capt FD	FD
Total amount due the enlisted man to date				
25 00				

56. DETAILS OF ENTRIES. a. Deposits. (1) Date. Enter the date on which the enlisted man deposited the money.

Date	Amount	Total amount	Name and grade of finance officer accepting deposit	Initials
Dol.	Cts.	Dol.	Cts.	
31 Jul 44	10 00	10 00	J.B. Brown, Capt FD	FD
31 Aug 44	15 00	25 00	J.B. Brown, Capt FD	FD
Total amount due the enlisted man to date				
25 00				

(5) Name and grade of finance officer accepting deposit. Enter the name of the disbursing officer who received the deposit.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	JLB
Ten and No. /100 Dollars.						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	JLB
Fifteen and No. /100 Dollars.						

(6) *Initials.* The initials of the personnel officer are entered to indicate that the entry has been verified.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	JLB
Ten and No. /100 Dollars.						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	JLB
Fifteen and No. /100 Dollars.						
15 Sep 44	10	00	15	00		
and No. /100 Dollars.						

(3) *Total amount.* Enter in figures the total of all balances due the enlisted man to date. This total represents the net balance currently on deposit.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	JLB
Ten and No. /100 Dollars.						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	JLB
Fifteen and No. /100 Dollars.						
15 Sep 44						
and No. /100 Dollars.						

b. *Withdrawals.* (1) *Date.* Enter the date on which the enlisted man withdrew the money as indicated by the disbursing officer.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	JLB
Ten and No. /100 Dollars.						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	JLB
Fifteen and No. /100 Dollars.						
15 Sep 44	10	00	15	00		
Ten and No. /100 Dollars.						

(4) ..... and ..... /100 Dollars. The amount of an individual withdrawal will be written out in words.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	JLB
Ten and No. /100 Dollars.						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	JLB
Fifteen and No. /100 Dollars.						
15 Sep 44	10	00				
and No. /100 Dollars.						

(2) *Amount.* Enter the amount withdrawn.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	JLB
Ten and No. /100 Dollars.						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	JLB
Fifteen and No. /100 Dollars.						
15 Sep 44	10	00	15	00	J.B. Brown, Capt FD Repaid You 2333, Sep 44	
Ten and No. /100 Dollars.						

(5) *Name and grade of finance officer accepting deposit.* Enter the word "Repaid" and the name of the disbursing officer who paid the withdrawal. Also enter the voucher citation.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	YBO
Ten and No. /100 Dollars						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	YBO
Fifteen and No. /100 Dollars						
15 Sep 44	10	00	15	00	J.B. Brown, Capt FD	YBO
Repaid Vch 4333, Sep 44						
Ten and No. /100 Dollars						

(6) *Initials.* The initials of the personnel officer are entered to indicate that the entry has been verified.

Date	Amount		Total amount		Name and grade of finance officer accepting deposit	Initials
	Dol.	Ct.	Dol.	Ct.		
31 Jul 44	10	00	10	00	J.B. Brown, Capt FD	YBO
Ten and No. /100 Dollars						
31 Aug 44	15	00	25	00	J.B. Brown, Capt FD	YBO
Fifteen and No. /100 Dollars						
15 Sep 44	10	00	15	00	J.B. Brown, Capt FD	YBO
Repaid Vch 4333, Sep 44						
Ten and No. /100 Dollars						

(7) *Red lining previous entries.* After the personnel officer has made the proper entries showing the amount of a withdrawal, he will red-line the appropriate deposit entry or entries, and will initial and date such action.

**57. SPEARHEAD DEPOSITS.** Where "Spearhead Deposits" are authorized, they will be recorded in the Service Record by means of an insert sheet No. 11A, devised locally, to show deposits and withdrawals substantially as follows:

#### 11A Insert Sheet to Service Record

Name ..... Grade ..... ASN. ....

Spearhead Deposit

Date ..... Remark .....

Due soldier \$ ..... refund on account of deposit personal cash.

Collection Voucher No. .... accounts of .....

Repayable from Trust Fund 21X8916 P 418-07.

(Initials)

Repaid ..... on Voucher No. .... Amounts of ..... (Date)

(Initials)

## SECTION XXVI

# **PAY DETAINED BY COURTS MARTIAL** (Reference: AR 35-2460)

II DEPOSITS									
Month	Amount	Vou. No.	Name and grade of finance officer	Accounts for					
Dol.	Ct.								
June, 1944	11 00	9266	L. T. Lewis, Capt. FD	Jul/44					

Month	Amount		Vou. No.	Name and grade of finance officer	Accounts for
	Dol.	Ct.			
June, 1944	11	00	9266	L. T. Lewis, Capt. FD	Jul/44

b. Amount. Enter the amount detained in dollars and cents.

Month	Amount		Vou. No.	Name and grade of finance officer	Accounts for
	Dol.	Ct.			
June, 1944	11	00	9266	L. T. Lewis, Capt. FD	Jul/44

c. Voucher number. Enter the voucher number on which the amount was detained.

Month	Amount		Vou. No.	Name and grade of finance officer	Accounts for
	Dol.	Ct.			
June, 1944	11	00	9266	L. T. Lewis, Capt. FD	Jul/44

d. Name and grade of finance officer. Enter the name and grade of the disbursing officer by whom the money was detained.

Month	Amount		Vou. No.	Name and grade of finance officer	Accounts for
	Dol.	Ct.			
June, 1944	11	00	9266	L. T. Lewis, Capt. FD	Jul/44

e. Accounts for. Enter the month and year of the voucher or pay roll on which the detained amount was recorded.

PAY DETAINED BY COURTS MARTIAL ENTERED ON PAY ROLL					
Month	Amount		Vou. No.	Name and grade of finance officer	Accounts for
	Dol.	Ct.			
June, 1944	11	00	9266	L. T. Lewis, Capt. FD	Jul/44

59. DETAILS OF ENTRIES. a. Month. Enter the month and year for which pay is detained.



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## SECTION XXVII

## CLOTHING ACCOUNT

[illegible]

**60. GENERAL.** No entries required under any of the headings of this page.

## SECTION XXVIII

## REMARKS—FINANCIAL

[illegible]

**61. GENERAL.** The personnel officer will enter under "Remarks—Financial" on pages 13 and 14 of the Service Record, the financial matters between the enlisted man and the Government not entered elsewhere in the Service Record.

13

**REMARKS—FINANCIAL**

Under this heading will be shown all financial matters not entered elsewhere such as—  
allowances for loss of or damage to Government property, amounts due on account  
of partial payments, overpayments, etc.

Enlistment allowance of \$ \_\_\_\_\_  
for the grade of \_\_\_\_\_  
paid by \_\_\_\_\_  
on \_\_\_\_\_ 19 \_\_\_\_

Entitled to travel pay to \_\_\_\_\_  
(Place at which accepted for previous enlistment)

Received travel pay upon discharge on \_\_\_\_\_ 19 \_\_\_\_

**62. ENLISTMENT ALLOWANCE AND TRAVEL PAY.**  
No entries are required in the upper section of page 13.

63. LOWER SECTION, PAGE 13. Entries in the lower section of page 13 will be completed by the personnel officer.

a. Date. In the column under this heading will be entered the actual date when the entry was made.

b. Description and amount due U. S. or soldier. In the column under this heading will be entered a brief description of the cause of deduction or payment.

c. Roll on which collected. In the column under this heading enter, when appropriate, date of the pay roll on which the deduction or payment was made.

Date	Description and amount due U. S. or soldier	Roll on which collected
1 Jul 44	Due EM Travel Alws fr Phoenix, Ariz to Ft Riley, Kansas.	

#### 64. ENTRIES AFFECTING FINANCIAL MATTERS.

a. Travel allowance for enlisted reservist. When an enlisted reservist called to active duty is not paid travel allowance from his home to the place of reporting for duty, an entry will be made showing location of home and place of reporting for duty.

27 Jul 44	\$50.00 Initial Family Alws Pd for month of July 44.	
-----------	--	--

b. Payment of initial family allowance. When the initial family allowance is paid to an enlisted man, enter the statement that the payment was made showing month for which the initial family allowance was paid. Such month will be the month in which the man entered active service in a pay status.

10 Apr 44	Due EM \$5.00 personal expense money under Act of 17 May 1926. EM sk MLD AR 35-1440 3 Mar 44 to 4 Apr 44 Incl.	
-----------	--	--

c. Five dollars personal expense money. Payment of \$5 to an enlisted man for necessary expenses

while sick under AR 35-1440, will be entered as additional pay.

1 Sep 44	Pd to include 31 Aug 44.	
----------	--------------------------	--

d. Monthly payment. Each month when a soldier is paid and his accounts balanced the entry "Paid to include (date)" will be entered immediately under the last entry to verify the fact of financial settlement.

1 Jul 44	DSM fr Jan 44	
5 Jul 44	Due EM Combat Inf Pay fr 15 Jun 44.	

e. Additional pay. When an enlisted man is authorized pay in addition to base and longevity (such as foreign service pay or pay for a distinguished service award or Expert or Combat Infantryman Badge), an appropriate entry will be made. (See AR 35-1500 and par 18, TM 14-502, relating to effective date of entitlement for awards.)

Note: The certificate required for additional parachutist's pay as set forth in AR 35-1493 will be filed with the Service Record of the enlisted man concerned.

5 Aug 44	On fur fr 26 Jul 44 to 3 Aug 44 incl, due EM fur rations.	
----------	---	--

f. Furlough ration allowance. When an enlisted man is due an amount for furlough ration allowance such fact will be stated.

20 Aug 44	To forf \$15 per mo for 2 mos per GCMO 80 3d Serv C 2 Aug 44.	
-----------	---	--

g. Forfeitures result of Court Martial. When forfeitures of pay resulting from court martial occur an entry showing amount to be forfeited, period of forfeiture and the authority for the deduction will be made.

12 Sep 44	Due US Govt property lost or damaged MR \$3.50.
-----------	---

h. Deductions for Government property lost or damaged. Deductions, such as when a man has a Statement of Charges against him for Government property lost or damaged, will be entered.

1 Aug 44	Due US partial pmt \$10 you #95 Jun 1944 accts John H. Hammond, Capt FD.
----------	--

i. Partial payment. Indebtedness to the Government for partial payment will be entered.

30 Jun 44	Due US \$27 for public qrs per Act of 26 Oct 43.
-----------	--

i. Public quarters. When an enlisted man of the first, second, or third grade has a Class F deduction in effect and is provided with public quarters for his dependents his pay will be reduced at the rate of 90 cents per day. An entry showing the amount due the United States will be made.

15 Jul 44	Due US \$5 over pd you #789 accts J.B. Sloat, Capt FD for mo Jun 44.
-----------	--

k. Overpayment. When an enlisted man is overpaid for a period, the amount of overpayment will be entered as a deduction to be deducted from his next pay roll.

15 Jul 44	Due EM \$6 underpd you #6323 accts D.F. Crane, 1st Lt FD for mo Jun 44
-----------	--

l. Underpayment. When an enlisted man has been underpaid for a period, the amount of such

underpayment will be entered to be included as additional pay on his next pay roll.

1 Aug 44	Due US \$20 T fr New York City to Ft Snelling Minn T/R #7565 28 Feb 44.
----------	---

m. Transportation. Indebtedness to the Government incurred by an enlisted man for transportation and subsistence used in returning to his unit from unauthorized absence will be entered.

1 Aug 44	Due US \$25 amount pd civil officer for exp of this EM while AWOL: you #6236 accts L.J. Post, Capt FD for mo Jul 44
----------	---

n. Expenses for apprehension and delivery of an absentee. Expenses incurred in the pursuit of an absentee will be entered. The disbursing officer paying the expenses for the apprehension and delivery of an absentee will notify by letter the commanding officer of the post, camp, or station from which the man absented himself and the commanding officer of the post, camp, or station at which the absentee is held, giving all amounts to be charged against him. After the entry has been made on the Service Record, the letter will be indorsed to show that such entry was made and will be returned through channels to the disbursing officer.

16 Jun 44	Cl F deduction reinstated 1 Jun 44; monetary allowance in lieu of qrs payable to 31 May 44.
-----------	---

o. Class F Deduction reinstated. When an enlisted man of one of the first three grades who has had a Class F Deduction discontinued because of promotion desires to have such deduction reinstated, an entry will be made showing date of reinstatement and date monetary allowance in lieu of quarters is to be discontinued, if applicable.

3 Aug 44	Due sol monetary alws in lieu of rations fr 1 Jul 44 to 31 Jul 44 at rate of \$1.25 per day - SO 120 Hq Ft Bragg, N. C. 30 Jun 44.
----------	--

p. Monetary allowance in lieu of rations. When an enlisted man is authorized to mess separately from his organization and is due monetary allowance in lieu of rations, entry will be made showing date of commencement and authority with dates.

2 Aug 44	Due US Contract Laundry Services \$2.10.
2 Aug 44	Due US Govt Laundry Services \$1.50.

q. Laundry charges. In the case of an individual transferred from a station before collections are made for laundry service performed by Army Laundries (QMC) or dry-cleaning plants or by contract commercial laundries and dry cleaning establishments, an entry will be made to show the amount due. No charge will be entered for articles not returned from the laundry at time of transfer.

18 Aug 44	F/S in triplicate submitted to Marcus G.F. Newman, 2nd Lt FD Ft Lewis, Wash on 17 Aug 44.
-----------	---

r. Final statement (death). In the case of the death of an enlisted man, when a Final Statement is submitted to the disbursing officer, an entry is required.

19 Aug 44	Cl N Almt \$6.90 per mo effective 1 Aug 44; deductions for 2 mos to be entered on Aug/44 P/R.
-----------	---

s. Two or more deductions for National Service Life Insurance. An entry is required when two or

more deductions are to be made from the pay of an allotter for the month in which the National Service Life Insurance becomes effective.

15 Sep 44	Acknowledge advice of discontinuance of allotment for National Service Life Insurance as of 31 Aug 44 by reason of loss of pay due to being ak AR 35-1440 fr 5 Aug 44 to 30 Aug 44. I do not desire to reestablish the allotment. <i>Joe C. Patterson</i>
-----------	--

t. Involuntary discontinuance of allotment for life insurance. Whenever allotments for life insurance have been involuntarily discontinued (AWOL, or under conditions stated in AR 35-5520) the insured will be informed as soon as possible of such discontinuance. If he does not desire to reestablish the allotment and/or to reinstate the insurance, an entry to that effect will be made. The entry will be signed by the individual concerned.

2 Jan 44	Entitled to monetary alws in lieu of qrs for dependents, being eligible on 1 Nov 43 under Act 26 Oct 43, wife Mary E. Williams, 721 Dodge St, Atlanta, Ga and has required almt in effect.
----------	--

u. Eligibility to receive monetary allowance in lieu of quarters. When an enlisted man of one of the first three grades was, on 1 Nov 43, receiving or was eligible to receive monetary allowance in lieu of quarters for dependents, having applied therefor, such fact will be shown.

5 Aug 44	Due Harvey J. Thompson, Lake City, Minn under 105th AW \$8.55 for damage to private property per approved findings board of officers, Ft Snelling, Minn 1 Aug 44.
----------	---

v. Damage to private property. When a deduction is to be made under the provisions of AW 105, an entry will be made.

[illegible]

## REMARKS—ADMINISTRATIVE

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REMARKS.—As a SUMMARY

Under this heading will be shown all communications received from other agencies and all information regarding any case received from the Department of Justice and other sources that will be necessary to give the proper background of the case to the reporter.

Transferred to the Enlisted Reserve  
Corps 15 Dec 43 pursuant to AR 615-500  
and furnished transportation to local  
board. This reservist was ordered to  
active duty to report to the Reception  
Center at Camp Shelby, Miss, on 5 Jan  
44 and was furnished transportation  
and subsistence for the journey.

ROGER A. WILLIAMS  
1st Lieut AUS

Reported for active duty at Camp  
Shelby, Miss. 5 Jan 44

Mildred A. Patton, 2nd Lt, WAC

I certify that to the best of my knowledge I am in as good physical condition as at the time of my induction.

George Turner  
GEORGE TURNER

A physical inspection on 5 Jan 44 indicates that this man is apparently in the same physical condition as at the time of induction on 14 Dec 43.

JOHN C. THOMAS, Lt Col MC

Application for citizenship filed  
8 Feb 43.

**b. Citizenship.** (1) An entry will be made at the reception center concerning the status of any noncitizen.

Desires to apply for citizenship.

(2) *Application.* (a) A noncitizen who has not filed any papers will be told at the reception center of his right to apply for citizenship. Normally, the application is filed within 30 days of entrance into the Army. An entry will be made showing what the individual's desires are.

Application for citizenship not made under provision par 19, FOR, 15 May 44.

(b) When a noncitizen who has not applied for naturalization within 30 days is sent to a personnel replacement depot or port of embarkation upon completion of training for shipment to an overseas theater, an entry will be made to the effect that application for citizenship has not been made.

Application for naturalization made on 13 Jun 44. Reason for delay: unable to secure necessary information to accompany application.

(c) When a noncitizen applies for naturalization at a replacement training center after 30 days, an entry will be made to the effect that application has been made, together with the reason for delay.

Issued certificate of naturalization No. 334 126, dated 15 Sep 44, per section 701, Nationality Act of 1940.

(3) *Naturalization.* (a) When an enlisted man is naturalized an entry will be made showing the facts (date and number of certificate and appropriate reference to section 701 or 702, Nationality Act of 1940). The original of the certificate of naturalization issued will be filed for safekeeping with the enlisted man's Service Record.

I acknowledge receipt of my naturalization certificate.

Thomas C. McGoon  
Thomas C. McGoon, 31 303 465

(b) When the original certificate of naturalization is delivered to the enlisted man upon his honorable separation from service, the entry "I acknowledge receipt of my naturalization certificate" will be made followed by the enlisted man's signature.

Noncitizen ineligible for naturalization.

(4) *Ineligibility.* (a) When a noncitizen who is ineligible for naturalization is sent to a personnel replacement depot or port of embarkation for shipment to an overseas theater, an entry will be made showing his ineligibility for citizenship.

Noncitizen ineligible for naturalization--does not desire service in Asiatic-Pacific Theater.

(b) If the ineligible noncitizen expresses a desire not to serve in a particular overseas theater, the entry will be made to include such a statement.

Nondeclarant alien was administered the oath of service and obedience for aliens under the provisions of par 13e AR 615-500, in lieu of the oath of allegiance.

c. *Oath.* (1) When a noncitizen does not declare his intention of obtaining citizenship, and does not desire to take the oath of allegiance, he may be given the oath of service and obedience, and an entry to that effect will be made.



Read the oath of service and obedience for aliens. Upon his refusal to swear thereto, he was informed that his refusal to so swear to the oath did not in any way alter his obligation as to service and obedience to the United States.

(2) Should the noncitizen refuse to take either oath, an entry to that effect will be made.

Amendments to National Service Life Insurance Act read and explained  
8 Feb 44.

d. Life insurance. Amendments to the National Service Life Insurance Act will be read and explained to all enlisted men at the reception center, and an entry will be made showing date.

14 Jul 44: BENEFICIARY--Mary J. Kelsey, wife, 201 Locust St, Buffalo, N.Y.  
ALTERNATE BENEFICIARY--Alice C. Kelsey, mother, 9 State St, Oil City, Pa.  
NEAREST RELATIVE--Alice C. Kelsey, mother, 9 State St, Oil City, Pa.  
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY--Mary J. Kelsey, wife, 201 Locust St, Buffalo, N.Y.

e. Changes in beneficiary, nearest relative, or person to be notified in case of emergency. When a change occurs in designation of beneficiary, name and address of nearest relative or person to be notified in case of emergency and a WD, AGO Form No. 41 is prepared, the incorrect entries recorded on page 2 will be lined out and the correct data entered under "Remarks--Administrative."

Married Fatsy Ann Drake, Miami, Fla.  
on 6 Dec 43.

f. Marital status. Change in marital status and date will be entered.

Paot dependent father allowed 7 Jan  
44 Ltr OFD. ODS, vou #717, sects J.F.  
Logan, Col PD.

g. Determination of dependency. When a determination of dependency has been made in connection with the payment of monetary allowance under AR 35-4520, an entry will be made showing the date of such determination, the voucher number, the name of the disbursing officer, and the account with which evidence of determination has been filed.

WD MD Form No 78 (Syphilis Register)  
is a part of this record.

h. Syphilis. (1) When an enlisted man is discovered to have syphilis, the surgeon initiates a medical record on WD, MD Form No. 78 (Syphilis Register), and the existence of such a record will be entered.

WD MD Form No. 79 (Syphilis Register)  
forwarded on 17 Jun 44 to The  
Surgeon General.

(2) When the register is closed such closure will be entered showing the date the register was forwarded to The Surgeon General.

Considered unfit for oversea asgmt  
11 Sep 44--Bernie.

i. Oversea service. (1) When a physical defect is discovered which disqualifies a man for oversea service or which requires special consideration in assignment, an entry with date will be made describing briefly in nontechnical language the physical defect and the limitations on assignment which it creates.

Considered unfit for overseas assignment  
11 Sep 44 - Hornier 15 Sep 44 CAC  
Physical defect noted above has been  
corrected.

(2) Should such a disqualifying defect be corrected, the notation will be lined out, initialed, and dated as being no longer applicable.

Qualified under the provisions of  
Sec XI, Cir No 340, WD, 1944.

(3) When, under the provisions of Sec XI, Circular No. 340, War Department 1944, an enlisted WAC is considered eligible for assignment to overseas service, an entry to that effect will be made.

j. Record of prescription for spectacles, commercial type, and eyeglass, gas mask M1. In order to facilitate the replacement or repair of lost or broken lenses and spectacle frames of the spectacles, commercial type, and the eyeglass, gas mask M1, a permanent record will be made by entering pertinent data furnished by the surgeon. No entries required if WD, AGO Form No. 8-117 has been prepared and is filed with the Service Record.

(1) *Spectacles.* The following data will be made a part of such records for the spectacles, commercial type:

Refraction 1 Jul 44--spectacles not  
necessary.

(a) When an individual is examined and in the opinion of the prescribing officer, spectacles, commercial type, are not required, entry will be made showing date of examination and stating that spectacles are not necessary for the efficient performance of military duty.

8 Jan 44, Ft Myer, Va.,  
Glasses

	Right	Left
Sph	3.25	3.25
Cyl	+1.00	+1.00
Axis	90	90
Uncorrected	20/200	20/200
Corrected	20/20	20/20
Pupillary distance	62	
Bridge No.	20	
Temple length	4 1/2	
Eye size	42	
Date ordered	1 Jun 44	
2 pairs issued	12 Jun 44	

(b) If, after examination, it is found that spectacles are necessary, the following entries will be made:

1. *Prescription data.*

- Date and place of refraction.
- Visual acuity of each eye and visual acuity, binocular, with and without correction.
- Correction required for each eye.
- Frame size.

2. *Issue data.*

- Date spectacles ordered and date spectacles are issued.
- Number of pairs of spectacles issued to the individual.

Data concerning gas mask, M1

	Right	Left
Sph	3.25	3.25
Cyl	+1.00	+1.00
Axis	90	90
Uncorrected	20/200	20/200
Corrected	20/20	20/20
Position of eyeglass	C+	
Size gas mask:	Universal	
Date ordered:	1 Jun 44	
Date issued:	12 Jun 44	

(2) *Gas mask M1.* The following data will be made a part of such records in the case of the eyeglass:

(a) *Prescription data.*

- Correction required for each eye.
- Position of eyeglass, gas mask M1.
- Size of the proper fitting mask.

(b) *Issue data.* Date eyeglass, gas mask M1 ordered and date this item is issued.

Arch supports--both shoes 12 Jan 44.

k. Shoe adjustments. When minor orthopedic shoe adjustments are made, that fact with date will be entered.

Full upper and full lower dentures  
inserted 18 Apr 44.

l. Dental work. (1) A brief description of any bridge, denture, or other prosthetic appliance, together with the date of issue, will be entered. No entries required if WD, AGO Form No. 8-117 has been prepared and is filed with the Service Record.

WD MD Form No. 79, Dental Identification Record, is a part of this record.

(2) A complete dental identification record for all flying personnel including airborne troops, is made out by a dental officer on WD, MD Form No. 79, which will be securely attached to the Service Record. An entry showing that fact will be made.

Participated in combat zone Burma  
25 Jan 44 to 25 May 44. Received  
bullet wound right knee 22 Feb 44.

m. Wounds. Participation in action or in battles and wounds and injuries received in service will be entered, including wounds or injuries that do not require hospitalization.

Charge of desertion of 10 Jan 44  
removed as having been made  
erroneously--Ltr 7th Serv C. 20  
Mar 44.

n. Removal of charge of desertion. When a charge of desertion is removed as having been erroneously made by the authority competent to order

the trial, a copy of the order or communication authorizing the removal of the charge of desertion will, immediately upon receipt at the post, camp, or station at which the enlisted man is serving or is in confinement, be transmitted to the personnel officer for notation on the Service Record as follows: "Charge of desertion of (date) removed as having been erroneously made," citing the number, source, and date of the order or communication authorizing the removal of the charge of desertion. A copy of such order or communication will also be forwarded to The Adjutant General.

Fact of concealment of prior  
separation with discharge certificate  
other than honorable waived per let  
Ind, 2nd Serv C. 2 Jan 43.

o. Dishonorable discharge. (1) When an enlisted man conceals prior separation with discharge other than honorable, decision to retain or discharge him will be based on the record of current service. If the man is retained, an entry will be made.

Honorably restored to duty 12 May 44  
Ltr Order, Hq 9th Serv C. 10 May 44.

New S/R prepared.

(2) When a general prisoner who has been dishonorably discharged is honorably restored to duty, a new Service Record will be prepared. However, an entry will be made in both the old and the new Service Records setting forth the fact and the date of honorable restoration to duty with the authority therefor. In the old Service Record there also will be entered the fact that a new Service Record was prepared.

Restored to duty 15 Jan 44 without  
trial, desertion of 10 Nov 43  
admitted. Auth: Ltr Hq 9th Serv C.  
file 201.52, 12 Jan 44.

p. Restored to duty without trial, desertion admitted. (1) When desertion is admitted and the en-

listed man is restored to duty without trial, a copy of the order or communication authorizing the restoration to duty will, upon receipt at the post, camp, or station at which he is serving or is in confinement, be transmitted to the personnel officer for notation on the Service Record as follows: "Restored to duty (date) without trial, desertion of (date) admitted," citing the number, date, and source of the order or communication directing the restoration to duty.

(2) The actual date of restoration to duty is the date of receipt of the order or communication at the post, camp, or station at which the enlisted man is serving or is in confinement, authorizing the restoration to duty without trial unless the date is fixed in the communication.

Arrested 2 Jun 44 by c auth Pittsburgh, Pa. Charge: larceny 31 May 44; held for trial--acquitted.

q. Civil confinement. When an enlisted man is confined by civil authorities, an entry will be made showing the date of arrest, the nature of the offense for which arrested and the date of commission; whether held for trial, tried, and convicted; and, if convicted, the sentence adjudged.

21 Jun 44--sol refused to fire qualification course in arms.

r. Refusal to fire qualification course. When an individual refuses to fire a qualification course in the use of arms the fact and date of such refusal will be shown.

WD AGO Form No 831 (Transcript of Academic Record) is a part of this record and will be given to EM upon separation from the service.

s. Army Specialized Training Program. When an enlisted man is separated from the Army Specialized Training Program, a Transcript of Academic Record (WD, AGO Form No. 831) will be prepared. The original will be kept with the soldier's Service Record and an appropriate entry made as shown. It will be given to the individual upon separation from service.

Attended Basic Course, Administration, Ft Washington, Md 12 Jan 44 to 5 Feb 44; did not graduate--academic deficiency.

t. Service school failure. In the event a man sent to a service school to follow a specialty course fails to graduate, an entry will be made explaining the failure briefly.

Failed Warrant Officer Examination (Adm-Fig) 22 Dec 43.

u. Warrant Officer examination failure. If the enlisted man fails an examination for appointment as a warrant officer, an entry with date to that effect will be made.

Atzd Motor Vehicle Driver and Mechanics Award 10 Aug 44, SO #145, Ft Devens, Mass.

v. Badges and ribbons. (1) When an enlisted man serving as a driver or mechanic is awarded a qualification badge, an entry with date will be made.

Atzd Army Air Forces Technician Badge, SO #157, Randolph Field, Tex 15 Jun 44.

(2) When an Air Corps enlisted man is awarded an Army Air Forces technician's badge, the fact and date will be entered.

Atzd Glider Badge, SO #134, Morrison Field, Fla. 10 Jun 44

(3) When an enlisted man is authorized to wear the glider badge, an entry with date will be made.

Qualification Form for Expert  
Infantryman's Badge is a part of  
this record.

(4) When an enlisted man is awarded an expert infantryman's badge, the record of his qualification on the form prescribed in Circular No. 322, War Department, 1943, will be included in the Service Record and a notation to that effect will be entered,

Attd to wear Asiatic-Pacific Theater  
Ribbon.

(5) Eligibility to wear a service ribbon or a battle star will be entered.

Attd one sv bar--oversea service.

(6) Eligibility to wear overseas bars will be entered showing number of bars.

Soldier favorably considered for  
Good Conduct Medal at time of trans-  
fer 18 May 44.

(7) Upon transfer, a statement with date that the enlisted man was considered "favorably" or "unfavorably" for the Good Conduct Medal or Clasp will be made.

Commended by IG for meritorious  
service--ltr WD, IGD file 201.22  
16 Nov 43.

(8) When, as the result of an inspection, an enlisted man is commended by an inspector general for meritorious service, an appropriate entry with date will be made.

Returned to US for disch 10 May 44  
under provisions par 11d WD Cir 58,  
1944.

w. Return from overseas. (1) If a soldier is returned from overseas for discharge, hospitalization, or rotation, a notation to that effect with date will be entered, including reference to the appropriate subparagraph in Circular No. 58, War Department, 1944.

Repatriated PW, not to be asgd outside  
US (exclusive of Alaska) unless attd  
by WD.

(2) When an individual is returned to the United States and the provisions of Circular No. 21, War Department, 1944 apply an appropriate entry will be made.

Religious preference: Baptist.

x. Religious preference. Each inductee is told that he is authorized but not required to state his religious preference by denomination. The term "Protestant" will be used only when the man claims no specific denomination. The word "None" will be used only when the man claims no religious convictions.

Report of Disability for Insurance  
purposes forwarded to Veterans  
Administration, Washington 25, D.C.  
27 May 44.

y. Report of Disability for Insurance Purposes. Where applicable, entry with date will be made showing that "Report of Disability for Insurance Purposes" has been forwarded to the Veterans Administration.

Favorable loyalty investigation for position of trust (Record check and 10 interviews)--4 Aug 44--Report filed 4th Sv C.

Favorable loyalty check for position of trust--4 Aug 44--Local FBI, OMI, Service Command intelligence and home town police checked--results filed 4th Sv C.

z. **Favorable loyalty investigation or check.** The extent, results and date of any favorable loyalty investigation or check conducted to determine the suitability of an enlisted man for a position of trust will be entered. The entry will also designate the headquarters of the service command or oversea command in which the report of the investigation or check is filed. The entry to be made must necessarily be in a form which will fulfill the requirements of the particular case, but in general it should conform to the examples shown.

Good Conduct Medal presented 20 Aug 44 at Presidio of San Francisco, Calif.

Soldier's Medal presented 1 Sep 44 at London, England.

Legion of Merit presented 15 Sep 44 at Camp Lee, Va.

aa. **Presentation of medals and decorations.** When an enlisted man is presented with a medal or decoration, which is entered on page 6 under "Medals, Decorations, and Citations," the actual date and place of presentation will be entered under "Remarks--Administrative."

Copy of enlisted record from WD AGO Form No. 55 forwarded to the Adjutant General of the State of Colorado on 25 Sep 44.

Karl B. Dearborn  
Karl B. Dearborn, Maj AGD, Separation Center, Ft. Dix, N.J.

ab. **Discharge of National Guardsman.** When an enlisted man, whose basic status in current period

of service is National Guard, is discharged from the service and an extract of his enlisted record from the back of the discharge certificate, WD, AGO Forms Nos. 55, 56, or 57, is forwarded to the adjutant general of the State from which he was inducted into active Federal service, an entry under "Remarks--Administrative" will be made. This entry will indicate the form number of the discharge from which extracted, the State to which forwarded, and the date of forwarding. The entry will be signed by the officer responsible for administrative procedures in connection with the discharge of the enlisted man.

15		REMARKS—ADMINISTRATIVE	
Enter only administrative matter of a character not affecting pay.	Under this heading will be shown all administrative matter not shown elsewhere and not of a character authorizing pay. Show wounds, bruises, engorgements, etc., and such other matter not set forth elsewhere as may be required to make soldier's record complete.		
	<div> <div>Officer having custody of S/R is responsible for making proper entries.</div> <div>Abbreviations, if used, will conform to those listed in AR 850-150.</div> </div>		
<div> <div>If space is insufficient use Insert, W.D., A.G.O. Form No. 24-3.</div> </div>			

## SECTION XXX

### INDORSEMENTS

26  
**INDORSEMENTS**

These indorsements are filled out in all cases when a soldier transfers or is transferred from one company or detachment to another company or detachment, and in all changes of station except when a soldier is only attached to another organization for other reasons or quarters or both.

1st Ind.

To \_\_\_\_\_

The soldier was transferred from \_\_\_\_\_

and left this organization \_\_\_\_\_

He was last paid to \_\_\_\_\_

On \_\_\_\_\_

The United States, if moving, to \_\_\_\_\_

When making an entry of \_\_\_\_\_

The soldier \_\_\_\_\_

The entry for indorsement: One is detached to Government property, which has been detached from his pay schedule \_\_\_\_\_

His quarters \_\_\_\_\_

Indorsement made to soldier \_\_\_\_\_

I am personally notified of copies to the indorsement \_\_\_\_\_

This entry reported \_\_\_\_\_

\*When making this indorsement, the soldier must first pay to check with his company commander for the correct date and personnel, if needed, to make the indorsement and signature.

**67. GENERAL.** Indorsements, which are found on pages 16 through 22 of the Service Record, will be filled out in the following instances:

a. Transfer, except transfer from one company or detachment to another company or detachment within the same battalion or regiment when the Service Record remains in the same Personnel Section. When the soldier is undergoing basic training at a replacement training center, indorsements need not be prepared for transfer from one unit to another. (See sec. XVI.)

b. Change of station *except as a member of an organization changing station.*

c. On leaving for or returning from the United States on furlough from an overseas station.

d. In cases of unauthorized absence when dropped from the records under the provisions of AR 615-300.

e. When an enlisted man is transferred as a casual to foreign service, the Service Record will be forwarded by indorsement to the commanding officer of the port of embarkation to which the soldier is directed to report.

f. When a soldier is sentenced to be dishonorably discharged, execution suspended, the Service Record will be forwarded by indorsement to the officer in charge of the place of confinement.

g. The Service Record will be forwarded by the organization commander by indorsement to The Adjutant General 30 days after an enlisted person has been reported missing, missing in action, captured, or interned, or as soon after the expiration of 30 days as the exigencies of the situation permit.

h. When military personnel are returned to the United States for hospitalization, oversea commanders will indorse the Service Record as follows:

"To Commanding Officer, United States Army Hospital.

Soldier transferred to the United States for hospitalization (by ship) by airplane."

**INDORSEMENTS**

These indorsements are filled out in all cases when a soldier transfers or is transferred from one company or detachment to another company or detachment, and in all changes of station except when a soldier is only attached to another organization for other reasons or quarters or both.

1st Ind.

sq 75th Armd Med Bn, APO 225  
Camp Cooke, Calif 18 March, 44

**68. DETAILS OF ENTRIES.** a. **Heading.** The first two blank lines of the indorsement will contain the name and location of the unit exercising administrative control over the company or detachment, to which the enlisted man is at present assigned or attached, and the date.

C.O., SCU 1903, Camp Cooke, Calif.

This soldier was transferred to \_\_\_\_\_

b. To \_\_\_\_\_ Enter here the commander of the organization to which the enlisted man is being transferred.

This soldier was transferred to your comd

c. This soldier was transferred to \_\_\_\_\_ The normal entry after this heading will be "Your Command." The exceptions to this entry are as follows:



This soldier was transferred to AWOL 12 Jul 44 at Camp  
Cooke, Calif. and left this organization \_\_\_\_\_

(1) When an enlisted man is absent without authority and is dropped from the records under the provisions of AR 615-300, the words "was transferred to" will be lined out and "AWOL" will be substituted. The actual date of AWOL as shown by the morning report and the actual place of AWOL will be stated in the following manner: "AWOL (date) at (place)."

This soldier Escaped fr conf 10 Jul 44 at Camp  
Cooke Calif while awaiting trial.

(2) When a deserter or absentee while awaiting trial escapes from confinement, the heading, "This soldier was transferred to," will be lined out and "Escaped from confinement (date) at (place) while awaiting trial" will be substituted. (See AR 615-300.)

per SO 4 Hq Rear Det 5th Armd Div 17 Mar  
24

d. Per. Enter the authority for the transfer, for example, a Special Order, showing number, issuing headquarters, and date. No entry is made here for a soldier absent without authority.

and left this organization 20 Mar 44  
 He was last paid to include \_\_\_\_\_

e. And left this organization \_\_\_\_\_  
 Enter the date the enlisted man actually left his organization.

He was last paid to include 29 Feb 44  
 by \_\_\_\_\_  
 (Name and grade of disbursing officer or agent officer, if any)

f. He was last paid to include \_\_\_\_\_  
 Enter the date to which the enlisted man's accounts were last stated in full on a regular or supplemental pay roll. (Do not enter date of partial payments.)

by Al N. Levenick, Maj FD  
 (Name and grade of finance officer or agent officer, if any)

g. By \_\_\_\_\_ Enter the name and grade of disbursing officer if any.

Due United States; if nothing, so state nothing

h. Due United States; if nothing, so state. Enter all current indebtedness of the soldier to the United States as indicated under "Remarks—Financial" and elsewhere in the Service Record at the time of his change of status. This will include—

Due United States; if nothing, so state. Govt property lost  
or damaged M/R #1: \$25-amount pd civil  
officer for app of sol while AWOL. you  
#6236 accts J.J. Post, Capt FD for month  
Jul 44; Part pmt #7. you #125 accts  
John S. Adams, Capt FD for month Jun 44;  
QM Ldry St Bragg, N.C. \$1.50 for month  
Mar 44; T fr New York City to Ft  
Snelling, Minn T/R #7565, 1 Feb 44, FD  
700 T 5024 A 9-7; For of pay \$10 for  
one month per Sum CM Hq 117th Inf 14  
Feb 44; AWOL 11 Jan 44 to 15 Jan 44  
incl: Sk. AR 35-1440 16 Jan 44 to 20  
Jan 44.

(1) Loss of or damage to Government property or supplies.



be used for enlisted men of the Army Air Forces. At installations where clearance or similar forms are used, the character and efficiency rating may be entered on such forms and initialed by the enlisted man's commanding officer. The personnel officer concerned will transcribe such entry from the form to the Service Record.

n. I have personally verified all entries in this endorsement. On the first line will be entered the signature of the personnel officer. On the second line will be typed or printed his name, grade, and organization.

o. This soldier reported \_\_\_\_\_, 19\_\_\_\_.  
No entry required.

p. Procedure under specific conditions. In cases of unauthorized absence when dropped from the records under the provisions of AR 615-300, or sentence to dishonorable discharge, execution suspended, the accounts will be stated on the next blank endorsement. Whenever the accounts of an enlisted man are stated on a supplemental pay roll, that fact will be set forth, with the date, name, and station of the disbursing officer to whom the pay roll is submitted.

(1) In case of conviction of desertion and sentence to dishonorable discharge, if WD, AGO Form No. 27 (Statement of Accounts), giving the unsatisfied indebtedness, if any, at date of desertion, is not attached to the Service Record, request therefor will be made upon The Adjutant General and preparation of the pay roll delayed pending receipt of same, or information that supplemental (desertion) pay roll was not paid. If such pay roll has not been paid, the accounts at date of desertion will be repeated, followed by a complete statement

of accounts between date of return to military control and date of approval of sentence.

(2) In case of conviction of desertion and sentence to dishonorable discharge, if WD, AGO Form No. 27, giving the unsatisfied indebtedness, if any, at date of desertion, is attached to the Service Record, the unsatisfied indebtedness at date of desertion will be stated, followed by a complete statement of accounts between date of return to military control and date of approval of sentence.

(3) When an enlisted man is apprehended while serving in a fraudulent enlistment and is dropped from the records in that enlistment, the record of indebtedness at date of apprehension will be transferred to the Service Record pertaining to his valid enlistment.

q. WD, AGO Form No. 27. Upon receipt of WD, AGO Form No. 27, at the post, camp, or station at which the enlisted man is serving or is in confinement, it (the original, not a copy) will be attached to the Service Record as a part thereof.

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**INDORSEMENTS**

These indorsements are filled out in all cases when a soldier deserts or is transferred from one company or detachment to another company or detachment and in all changes of station except with an organization, and upon transfer to inactive status. These indorsements will not be used when a soldier is only attached to another organization for either rations or quarters or both.

**1st Ind.**

Enter designation of unit or organization preparing the indorsement. Delete the words "transferred to" when necessary and substitute appropriate term.

To \_\_\_\_\_, 19\_\_\_\_

This soldier was transferred to \_\_\_\_\_

and left this organization \_\_\_\_\_, 19\_\_\_\_

He was last paid to include \_\_\_\_\_, 19\_\_\_\_

by \_\_\_\_\_

(Name and grade of finance officer or agent, if any)

Due United States; if nothing, so state \_\_\_\_\_

Enter allotment and/or deduction status.

\*Due soldier at date of \_\_\_\_\_

This soldier ~~has~~ <sup>has not</sup> a Class E allotment running which has been deducted from his pay to include \_\_\_\_\_, 19\_\_\_\_

This soldier has authorized a Class D deduction for Government Insurance which has been deducted from his pay to include \_\_\_\_\_, 19\_\_\_\_

His character is \_\_\_\_\_

Efficiency rating as soldier \_\_\_\_\_

I have personally verified all entries in this indorsement.

(Name)

(Grade and organization)

This soldier reported \_\_\_\_\_, 19\_\_\_\_

\*Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence; if nothing, so state.  
(Strike out words not applicable. 15-25255-2)

Delete these statements.

This signifies that ALL entries have been verified including character and efficiency ratings.

No entry required.



(Last name) **Corporal** (First name) **2731** (Middle initial) **AAT** (Army serial No.) **Hase Unit (SB)**  
 Separated from the service by reason of **Honorable disch on**  
**account of dependent relatives** (State separating reason. See par. 37c, AR 615-125)  
 (Date)

g. Was separated from the service by reason of. Enter here the specific cause for the soldier's separation, such as—

(1) Honorable discharge, per expiration of term of service.

(2) Honorable discharge on certificate of disability for discharge.

(3) Honorable discharge for the convenience of the Government on account of short remaining term, to enter the United States Soldiers' Home, to reenlist, or for other authorized purposes (specify).

(4) Honorable discharge on account of dependent relatives.

(5) Honorable discharge by purchase. State whether or not any portion of the purchase price was remitted.

(6) Honorable discharge on account of minority, under paragraph 31a or b, AR 615-360, as the case may be.

(7) Discharged not honorably on account of fraudulent enlistment. Nature of fraud involved to be shown.

(8) Discharged not honorably by reason of conviction by a civil court.

(9) Discharged not honorably on account of desertion and conviction by a civil court.

(10) Discharged not honorably on account of desertion and physical unfitness for service, desertion admitted.

(11) Discharged not honorably on account of desertion and physical unfitness, desertion not admitted.

(12) Discharged not honorably by reason of desertion, trial barred by 39th Article of War.

(13) Discharged not honorably on account of habits and traits of character.

(13) Honorable discharge or discharge not honorably (as the case may be) on account of inaptness.

(15) Dishonorably discharged.

(16) Retirement.

(17) Death.

(18) Dropped (showing details).

(19) Transferred to Enlisted Reserve Corps, key industry (AR 615-363).

(20) Released from active service, key industry (AR 615-363).

(Branch) **Infantry** (Post office address) **See par. 37c, AR 615-125**  
 (Date) **23 July 1944**  
 (Place) **Lincoln, Neb.** (Date)

h. On ..... Enter the date the enlisted man was separated from the service.

(Branch) **Infantry** (Post office address) **See par. 37c, AR 615-125**  
 (Date) **23 July 1944**  
 (Place) **Lincoln, Neb.** (Date)

i. At ..... Enter actual place of separation.

(Branch) **Infantry** (Post office address) **See par. 37c, AR 615-125**  
 (Date) **23 July 1944**  
 (Place) **Lincoln, Neb.** (Date)

j. Authority ..... Cite authority by reference to the appropriate Army Regulation for separation.

Absent from duty ..... days subsequent to normal date of expiration of term of enlistment  
 Retained in service **0** days for convenience of the Government on account of .....  
 The character is .....

k. Retained in service ..... days to make good time lost (A.W. 107). Enter the actual number of days the soldier was retained in the service to make good time lost under the 107th Article of War. (If none, the figure "0" will be entered.)

Absent from duty ..... days subsequent to normal date of expiration of term of enlistment  
 Retained in service **0** days for convenience of the Government on account of .....

l. Absent from duty ..... days subsequent to normal date of expiration of term of enlistment. Enter the actual number of days the soldier was absent from duty subsequent to the normal date of expiration of term of service. (If none, the figure "0" will be entered.)

m. Retained in service \_\_\_\_\_ days for convenience of the Government on account of \_\_\_\_\_. Enter the actual number of days retained in service for the convenience of the Government for any reason other than that shown in k and l above. (If none, the figure "0" will be entered.) If a figure other than "0" has been entered, on the next blank line will be entered the specific reason such as—

- (1) "Awaiting trial or result of trial, acquitted of charge."
- (2) "Hospitalized."

n. His character is \_\_\_\_\_. Enter the character given the enlisted man on his discharge certificate. (See AR 345-470.)

o. Efficiency rating as soldier \_\_\_\_\_. Enter the enlisted man's efficiency rating. If unknown so state.

p. \*Final Statement furnished. \*Paid on final pay roll. Strike out words not applicable.

q. \*Discharge certificate furnished, WD, AGO Form No. 55, 56, 57. Strike out figures not applicable.

able. For kind of discharge certificate furnished, see AR 345-470. If a Certificate of Service (WD, AGO Form No. 280) is given the soldier in lieu of a discharge certificate, this fact will be entered in the Final Indorsement.

r. Due United States; if nothing, so state. Enter all money due the United States by the enlisted man at the time of his separation from the service which was not collected at time of separation. If nothing, state "Nothing."

s. Due soldier at date of \_\_\_\_\_. Enter the word "Separation" and follow this with entries showing all amounts due soldier and not paid at time of separation, such as monetary allowance in lieu of quarters and subsistence. If no amounts are due the soldier enter the word "Nothing."

t. Address furnished for future references. Enter the address the soldier has given for future references.

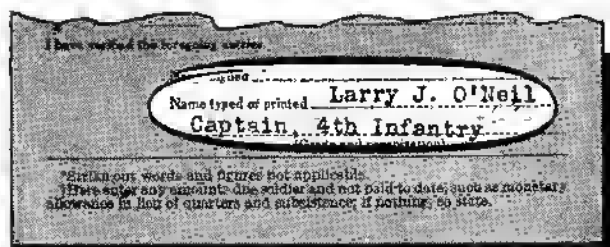
u. Receipt of Discharge Certificate is acknowledged. Signature of soldier. The enlisted man will sign his name in this space. He will be informed at this



time that he may if he so desires apply in writing to The Adjutant General for a statement of his medical record, stating the purpose for which it is to be used. Any carbon copy of his physical record upon entrance into service, found with his service record and which may have been held pending discharge, will be given to the enlisted man.



v. I have verified the foregoing entries. (1) *Name signed.* In this space the personnel officer responsible for the entries will sign his name.



(2) *Name typed or printed.* Enter name, grade, and organization of officer signing on preceding line.

w. *Additional entry.* When the Final Indorsement is prepared covering cases listed in paragraph 70g (19) and (20), an entry will be made to show place of residence as designated by the enlisted man.

# 71. DESERTION AND FRAUDULENT ENLISTMENT; STATUTE OF LIMITATIONS NOT APPLICABLE. a.

An enlisted man discovered to be serving in a fraudulent enlistment by reason of concealment of desertion from untermiated enlistment or enlistments to which the statute of limitation is not applicable and whose trial for desertion is not barred by the 39th Article of War will, unless otherwise directed by the War Department, be separated from service or be held to service under his first untermiated enlistment as of the name and date of enlistment under which he served therein, and his name will be dropped from the records of all subsequent untermiated enlistments. If brought to trial for his desertion or desertions and his fraudulent enlistment or enlistments, such trial will be

under the name used in his first untermiated enlistment with his other names as aliases, and any sentence adjudged will be executed under the name used in such first untermiated enlistment. The Service Record for the enlistment thus terminated will be closed by final indorsement entering the appropriate remark in the space or spaces provided and in the manner indicated in the following examples:

(1) *Discharged by reason of desertion admitted and physical unfitness.* (a) Service Record for first untermiated enlistment—"Discharged by reason of desertion admitted and physical unfitness, per instructions Hq. .... Service Command, dated ....."

(b) Service Records for fraudulent enlistments—"Dropped. Discharged under the name of ....., as of the first untermiated enlistment of ....., by reason of desertion admitted and physical unfitness, per instructions, Hq. .... Service Command, dated ....."

(2) *Discharged by reason of desertion not admitted and physical unfitness.* (a) Service Record for first untermiated enlistment—"Discharged by reason of desertion not admitted and physical unfitness, per instructions, War Dept., dated ....."

(b) Service Records for fraudulent enlistments—"Dropped. Discharged under the name of ....., as of the first untermiated enlistment of ....., by reason of desertion not admitted and physical unfitness, per instructions, War Dept., dated ....."

(3) *Restored to duty without trial.* Service Records for fraudulent enlistments—"Dropped. Restored to duty without trial under the name of ....., as of the first untermiated enlistment of ....."

(4) *Tried by court-martial and not separated from service as the result of sentence thereof.* Service Records for fraudulent enlistments—"Dropped. Held to service under the name ....., as of the first untermiated enlistment of ....."

(5) *When tried by court-martial and separated from service as the result of sentence thereof.* (Sentence to dishonorable discharge not suspended.)

(a) Service Record for first untermiated enlistment—"Dishonorably discharged, G. C. M. O. No. .... Hq. .... Service Command, ....."

(b) Service Records for fraudulent enlistments—"Dropped. Sentenced to dishonorable discharge under the name ....., G. C. M. O. No. .... Hq. .... Service Command, ....."



(6) *When tried by court-martial and sentenced to dishonorable discharge. (Sentence to dishonorable discharge suspended.)*

(a) Service Records for fraudulent enlistments—  
 "Dropped. Sentenced to dishonorable discharge under the name .....  
 G. C. M. O. No. ...., Hq.  
 ..... Service Command,  
 ....."

(b) In such cases the final indorsement of the Service Record for the first untermiated enlistment will not be accomplished until the dishonorable discharge is consummated. However, the Service Record for the fraudulent enlistment will be closed immediately subsequent to the receipt of the order promulgating sentence.

(7) *Insane or mentally defective, charge of desertion having been removed from first untermiated enlistment, and discharged on WD, AGO Form No. 40 (Certificate of Disability for Discharge).*

(a) Service Record for first untermiated enlistment—"Discharged on WD, AGO Form No. 40."

(b) Service Records for fraudulent enlistments—  
 "Discharged on WD, AGO Form No. 40 under the name ....., from first untermiated enlistment of ....."

b. An enlisted man serving in a fraudulent enlistment who has one or more desertions from untermiated enlistments, reverts to the first untermiated enlistment from date of surrender or from date of receipt, at the place where he is held, of the notification from the War Department of his identity, and his accounts will be adjusted accordingly.

*Note.* At those installations where the procedures prescribed in "Draft of Tentative Procedures Discharge and Release from Active Duty," Hq., ASF, 15 Mar 1944, are in operation, the procedure prescribed herein for completion of final indorsement will not apply. When the procedures in "Drafts of Tentative Procedures Discharge and Release from Active Duty," Hq., ASF, 15 Mar 1944, are generally adopted, the instructions relating to entries in the Service Record relative to the preparation of final indorsements will be published as a part of this manual.

23

## FINAL INDORSEMENT

(Company or detachment)

(Place)

19\_\_

## To The Adjutant General:

(Last name) (First name) (Middle initial) (Army serial No.)

(Grade)

(Organization)

was separated from the service by reason of (State specific cause. See par. 37c.)

AR 340-120

(Date)

at (Place) authority

Retained in service days to make good time lost (A. W. 107).

Absent leave duty days subsequent to normal date of expiration of term of enlistment.

Retained in service days for convenience of the Government as account of

His character is

Efficiency rating as soldier

\*Final statement furnished. \*Paid on final pay roll.  
\*Discharge certificate furnished, W.D., A. C. O. Form No. 55, 56, 57.

Due United States; if nothing, so state

\*Due soldier at date of

Address furnished for future reference:

(Number and street or rural route)

(City, town, or post office)

(State or country)

Receipt of Discharge Certificate is acknowledged.

Signature of Soldier:

I have verified the foregoing entries.

Name signed

Name typed or printed

(Grade and organization)

\*Strike out words and figures not applicable.  
\*Here enter any amounts due soldier and not paid to date, such as monetary allowance in lieu of quarters and subsistence; if nothing, so state.

Enter this data exactly as shown on cover of Service Record.

Cause of separation must be clearly and fully stated.

Line out words and figures not applicable.

These ratings are furnished by soldier's company commander.

Enter only those amounts not paid to soldier at time of separation.

Signature signifies that ALL entries have been verified.



[illegible]

## SECTION XXXIII

## TRANSFER AND FINAL DISPOSITION OF SERVICE RECORD AND ALLIED PAPERS

**74. HOW FORWARDED.** a. **Personal delivery.** Records Jacket, WD, AGO Form No. 201 (AR 345-15) has been designed to serve as a utility working file for the records of officers and enlisted personnel and as an efficient medium for transporting the Service Record and allied papers. When enlisted personnel are—

(1) Traveling in a detachment, the Service Record and allied papers inclosed in the Records Jacket will be placed in an envelope or other container, sealed, addressed to the commanding officer of the new station, and entrusted to the detachment commander for delivery except as indicated in (3) below.

(2) Traveling alone, the Service Record and allied papers inclosed in the Records Jacket will be placed in an envelope, sealed, and addressed to the commanding officer of the organization to which the soldier is to report and entrusted to him for delivery.

(3) Leaving or returning to the United States by air either alone or in a detachment, the Service Record and allied papers inclosed in the Records Jacket will be placed in an envelope, sealed, and addressed to the commanding officer of the organization to which the soldier is to report and entrusted to him for delivery.

b. **Mail delivery.** The Service Record will be forwarded by mail only under exceptional circumstances. Under exceptional circumstances when it is found necessary to forward Service Records to the port of embarkation by mail, the envelope containing the Records Jacket will be addressed to the commanding officer of the proper staging area, or to the commander of the port, if the staging area involved is not known. In any event the Service Records will not be mailed to unit commanders at ports using coded Army Post Office numbers.

c. **Exception.** In the event an enlisted man is separated from his Service Record and allied papers the most expeditious means will be used in forwarding them to the proper destination.

**75. DISPOSITION.** a. **Forwarded to The Adjutant General.** (1) *Discharged other than dishonorably.* The Service Records will be forwarded to The Adjutant General accompanied by—

(a) *In all cases—*

WD, AGO Form No. —

53 (Report of Separation)

100 (Army Separation Qualification Record)

(b) *In applicable cases—*

WD, AGO Form No.—

20 (Soldier's Qualification Card)

30-S (Allotment Discontinuance)

37 (Report of Proceedings of Board of Officers)

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

40 (Certificate of disability for Discharge)

Certificate and related papers evidencing minority

Correspondence supporting requests for discharge

Copy of letter transmitting records to the Veterans Administration facility

(2) *Dishonorably discharged without confinement.* The Service Record will be forwarded to The Adjutant General accompanied by—

(a) *In all cases—*

WD, AGO Form No.—

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

53 (Report of Separation)

(b) *In applicable cases—*

WD, AGO Form No.—

\*30-S (Allotment Discontinuance)

(3) *Dishonorably discharged after execution of sentence.* The Service Record will be forwarded to The Adjutant General with those records enumerated in (2) above.

(a) *In all cases—*

WD, AGO Form No.—

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

53 (Report of Separation)

(b) *In applicable cases—*

WD, AGO Form No.—

\*30-S (Allotment Discontinuance)

(4) *Absent without authority.* When an enlisted man is dropped from the rolls of his organization as AWOL, the Service Record will be forwarded to The Adjutant General by the next blank indorsement accompanied by—

(a) *In all cases—*

WD, AGO Form No.—

20 (Soldier's Qualification Card)

32 (Individual Clothing and Equipment Record)

44 (Certified Extract Copy of Morning Report)

45 (Descriptive List of Absentee Wanted by the United States Army)

WD, MD Form No.—

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register).

Evidence Bearing on the Case (AWOL).

\* For disposition of other allowance and allotment forms see paragraph 76g.

(b) *In applicable cases—*

WD, AGO Form No.—

29 (Authorization for Allotment of Pay)

29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

33 (Individual Equipment Record)

625 (Application for Dependency Benefits)

640 (Notification of Change—Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.—

78 (Syphilis Register)

79 (Dental Identification Record)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man.

(5) *Missing, missing in action, captured, or interned.* Thirty days after an enlisted man is reported missing, missing in action, captured, or interned, his Service Record will be forwarded to The Adjutant General by the next blank indorsement accompanied by—

(a) *In all cases—*

WD, AGO Form No.—

20 (Soldier's Qualification Card)

32 (Individual Clothing and Equipment Record)

WD, MD Form No.—

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register)

(b) *In applicable cases—*

WD, AGO Form No.—

29 (Authorization for Allotment of Pay)

29-6 (Authorization of Class B Allotment for purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

33 (Individual Equipment Record)

625 (Application for Dependency Benefits)

640 (Notification of Change—Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.—

78 (Syphilis Register)

79 (Dental Identification Record)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man

(6) *Death.* Upon death, or when report of death occurs during the 30 day period indicated in

(5) above, the Service Record will be forwarded to The Adjutant General by final indorsement accompanied by—

(a) *In all cases—*

WD, AGO Form No.—

54 (Inventory of Effects)

(b) *In applicable cases—*

WD, AGO Form No.—

\*30-S (Allotment Discontinuance)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man

(7) *Retired.* The Service Record will be forwarded by final indorsement to The Adjutant General accompanied by—

(a) *In all cases—*

WD, AGO Form No.—

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

50 (Record of Payment of Retired Enlisted Man)

100 (Army Separation Qualification Record)

280 (Copy of Certificate of Service)

Standard Form No.—

1099 (Signature Card)

(b) *In applicable cases—*

WD, AGO Form No.—

\*30-S (Allotment Discontinuance)

(8) *Transferred to enlisted reserve corps* (release from active federal service). The Service Record will be forwarded to The Adjutant General by the final indorsement accompanied by—

(a) *In all cases—*

WD, AGO Form No.—

38 (Report of Physical Examination of Enlisted Man Prior to Discharge or Retirement)

53 (Report of Separation)

100 (Army Separation Qualification Record)

280 (Copy of Certificate of Service)

(b) *In applicable cases—*

WD, AGO Form No.—

\*30-S (Allotment Discontinuance)

b. *To the first station.* When an enlisted man is sent from the reception center or replacement training center to a camp or station for assignment, the Service Record and the following allied papers will accompany him:

(1) *In all cases—*

WD, AGO Form No.—

20 (Soldier's Qualification Card)

28 (Soldier's Individual Pay Record (carried by enlisted man))

32 (Individual Clothing and Equipment Record)

WD, MD Form No.—

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register)

\* For disposition of other allowance and allotment forms see paragraph 76g.

(2) *In applicable cases—*

WD, AGO Form No.—

29 (Authorization for Allotment of Pay)

29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

625 (Application for Dependency Benefits)

640 (Notification of Change — Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.—

78 (Syphilis Register)

79 (Dental Identification Record)

Certificate of Naturalization

Other legal documents maintained for the convenience of the enlisted man

c. **Transfer or detached service.** When an enlisted man is transferred or placed on detached service, his Service Record will be forwarded to the new organization accompanied by those records enumerated in b (1) and (2) above.

d. **Sentenced to dishonorable discharge the execution thereof suspended.** The Service Record will be forwarded by the next blank indorsement to the officer charged with keeping the records of general prisoners at the place where the prisoner is to be confined, accompanied by:

(1) *In all cases—*

WD, AGO Form No.—

20 (Soldier's Qualification Card)

28 (Soldier's Individual Pay Record)

32 (Individual Clothing and Equipment Record)

WD, MD Form No.—

81 (Immunization Register) or WD, AGO Form No. 8-117 (Immunization Register)

(2) *In applicable cases—*

WD, AGO Form No.—

29 (Authorization for Allotment of Pay)

29-6 (Authorization of Class B Allotment for Purchase of War Savings Bonds)

30 (Notification of Discontinuance of Allotment)

33 (Individual Equipment Record)

625 (Application for Dependency Benefits)

640 (Notification of Change — Family Allowances)

641 (Report of Change of Status and Address)

WD, MD Form No.—

78 (Syphilis Register)

79 (Dental Identification Register)

**76. DISPOSAL OF ADDITIONAL ALLIED RECORDS.**

a. **Individual Clothing Records.** Individual clothing records will accompany the Service Record and allied papers to The Adjutant General only when men are dropped as AWOL, missing, missing in action, captured or interned. In cases of death, discharge, retirement or release from active federal service the individual clothing record will be destroyed.

b. **Individual Pay Record.** (1) *Death prior to return to home station.* If an enlisted man is deceased prior to return to his home station, the personnel officer will forward the Soldier's Individual Pay Record to the personnel officer having custody of the enlisted man's Service Record.

(2) *Final action on discharge, death, retirement or release from active duty.* Upon discharge, death, retirement, or release from active duty, WD, AGO Form No. 28 (Soldier's Individual Pay Record) will not be forwarded to The Adjutant General. After entries in the pay record have been checked with those in the Service Record, the pay record will be destroyed.

c. **Dental Identification Record.** This record (WD, MD Form No. 79) always will be forwarded with the Service Record of all flying personnel including airborne troops. The Dental Identification Record will accompany the Service Record to The Adjutant General only in case of men absent without authority or missing, missing in action, captured or interned. In all other cases the record will be destroyed at the time and place of separation.

d. **Immunization Register.** The Immunization Register (WD, MD Form No. 81 or WD, AGO Form No. 8-117) will accompany the Service Record and allied papers to The Adjutant General only when men are dropped AWOL, missing, missing in action, captured or interned. In cases of death, discharge, retirement or release from active federal service the Immunization Register will be destroyed.

e. **Certificate of Naturalization.** The original of the Certificate of Naturalization issued to the enlisted man will be filed with his Service Record until he is honorably separated from the service at which time it will be returned to him. In the event of death, AWOL, missing, missing in action, captured or interned the Certificate of Naturalization should accompany the Service Record to The Adjutant General.

f. **Soldier's Qualification Card.** Soldier's Qualification Card will not be forwarded to The Adjutant General except as indicated in (3) below. The disposition of WD, AGO Form No. 20 will be as follows:

(1) For each man transferred to or remaining assigned to the Enlisted Reserve Corps or Regular Army Reserve the Soldier's Qualification Card will be forwarded to the commanding general of the service command in which is located the place of residence designated by the enlisted man upon his release from active duty.

(2) For each man discharged on Certificate of

Disability for Discharge the Soldier's Qualification Card will be forwarded to the appropriate Veterans' Administration facility or area office. (Sec AR 615-361.)

(3) For each man missing, missing in action, captured, interned, AWOL, or discharged to accept commission, the Soldier's Qualification Card will be forwarded to The Adjutant General.

(4) For each man deceased the Soldier's Qualification Card will be destroyed at the time the Service Record is forwarded to The Adjutant General.

(5) For all other men released from active duty the Soldier's Qualification Card will be forwarded to the State Director of Selective Service having jurisdiction over the discharged man. (See AR 615-360.)

g. Forms pertaining to allowances and allotments. Provided a check against the Service Record reveals that all data pertaining to allowances and allotments have been recorded therein, all allowance and allotment forms except WD, AGO Form No. 30-S may be destroyed. In the event entries are missing, the forms containing the missing data will accompany the Service Record.

## SECTION XXXIV

### TEMPORARY SERVICE RECORD AND PROCEDURE RELATING TO A LOST SERVICE RECORD

**77. GENERAL.** a. Purpose. The primary purpose of a temporary Service Record is to insure that an enlisted person's records are maintained in an accurate and current condition, and to facilitate pay, especially under emergency conditions.

b. When used. The temporary Service Record will be used when—

(1) An enlisted person is transferred, assigned to, or attached to a company or detachment and his Service Record has not been received from his previous company or detachment commander, and payment is desired, either in full or partial payment as authorized under the provisions of AR 345-155.

(2) The original record is delayed in transit from one station to another, or when it is lost.

(3) When an enlisted person has been missing, missing in action, captured or interned and was returned to a duty status and his original record had been forwarded to The Adjutant General.

c. Source of information. Information for the preparation of the temporary Service Record may be obtained from any available source and every

effort will be made to make it as complete as possible. Sources of information include the soldier's individual pay record, an affidavit from the soldier concerned, and information on record from his previous organization. The extract from the soldier's Service Record from his previous organization will give considerable information. A Service Record prepared in this manner will be marked "Temporary" on the cover.

d. Tracing original record. When a Service Record has not been received within a reasonable length of time, every effort will be made to locate it. If the original record is lost a report setting forth the circumstances attending the loss will be made to The Adjutant General. The Adjutant General will initiate a new record and transmit it to the commanding officer of the station at which the soldier was enlisted or to which he was forwarded upon induction into the service. The new Service Record will then be forwarded in turn to the commanding officer of the various commands with which the soldier has served during his current enlistment. Each commanding officer will make appropriate entries in the new record.

e. Procedure when man missing, missing in action, captured, or interned, returns to duty status. When an enlisted man has been missing, missing in action, captured or interned, and is returned to a duty status to be retained within the theater of operations, a request will be made to The Adjutant General for his original Service Record. If the enlisted man is returned to the United States with a temporary Service Record, the commanding officer of the unit to which the enlisted man is assigned after his return, will request the original Service Record from The Adjutant General.

f. Completing the record. When the original Service Record or a new one is received, the entries for the intervening period will be transcribed from the temporary record to the original or new record. All entries will be carefully checked and any necessary adjustments made, after which the temporary Service Record will be destroyed.



## SECTION XXXV

### EXTRACT FROM SERVICE RECORD\*

EXTRACT FROM SERVICE RECORD	
Form No. 25 (Rev. 1-1943)	OF
1. Name (Last, First, Middle Initial)	
2. Grade or Rate	
3. Component (Branch, Service, or Activity)	
4. Station (Post, Office, or Location)	
5. Date of Entry into Service	
6. Date of Discharge or Release	
7. Reason for Discharge or Release	
8. Remarks (Include all pertinent information)	
9. Signature of Personnel Officer	
10. Date of Preparation	

all other data required to make the extract complete. This extract will be filed with the records of the unit.

**80. DUPLICATE COPIES.** When an enlisted man is detached from his company or detachment at time of transfer to another organization, AWOL, discharge, retirement, death, or upon being dropped from the records, the extract from the Service Record will be prepared in duplicate and a copy thereof forwarded without delay to the commanding officer of the company or detachment to which the enlisted man belonged.

\* *Note.* At those installations where the procedures prescribed in "Draft of Tentative Procedures Discharge and Release from Active Duty," Hq., ASF, 15 Mar 1944, are in operation, the procedure prescribed herein for completion of Extract from Service Record on Separations will not apply.

**78. WHEN PREPARED.** Each personnel officer forwarding the Service Record in case of AWOL when dropped from the records under the provision of AR 615-300, transfer, individual change of station, etc., will prepare an extract therefrom on WD, AGO Form No. 25 immediately subsequent to the time the necessary indorsement on the Service Record is prepared. The extract need not be prepared at reception centers on transfer or change of station nor at replacement training centers on transfer within units at the same replacement training center pending classification and final assignment where no material change in the man's status has occurred.

**79. MATTER TO BE ENTERED.** All extracts will be prepared to show a complete statement of accounts at date of AWOL, transfer, discharge, retirement, death, or upon being dropped from the records, including charges for transportation, subsistence, payment of expenses for apprehension and delivery, amounts due for overpayments, partial payments, underpayments, remarks relative to insurance and allotment, organization from which discharged, and